



University of Arkansas for Medical Sciences
College of Health Professions
A.S. – B.S. DEGREE ADVANCEMENT
PROGRAM

Program Handbook
2022-2023

for

Degree Advancement Students

4301 W. Markham Slot #737
Little Rock, Arkansas, 72205

Revised July 2022

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University of Arkansas for Medical Sciences
College of Health Professions
A.S. – B.S. DEGREE ADVANCEMENT
PROGRAM

Program Policies and Procedures for **Degree Advancement Students**

This document is posted on the program webpage at:

<https://healthprofessions.uams.edu/programs/respiratorycare/a-s-to-b-s-program/>

All students must abide by the College of Health Professions (CHP)

academic policies found in the CHP catalog posted at:

<https://healthprofessions.uams.edu/about-the-college/catalogs-and-handbooks/>

This manual is a required text for all program courses.

It will be the student's responsibility to read and retain the information herein. Upon completing the review of this manual, the student will sign the appropriate forms. These statements will become part of the student's permanent clinical file.

MISSION STATEMENT

The UAMS Cardio-Respiratory Care program is dedicated to developing practitioners of influence who demonstrate the value of our profession, and lead it forward to meet the needs of a diverse healthcare community.

PROGRAM GOAL

To provide practicing registered respiratory therapists with additional knowledge and skills to help meet their educational and professional goals.

CORE VALUES

- We value and steward our legacy of student excellence and national prominence.
- We value our collective vision that embraces change to promote the future of respiratory care.
- We value a supportive environment that promotes a culture of professional achievement and mutual respect.

PROGRAM COMPETENCIES / LEARNING OUTCOMES

1. Communication: Students will deliver a consultative presentation that reflect the knowledge gained through courses in this program.
2. Problem Solving and Critical Thinking: Students will demonstrate the ability to formulate a clinical question, search the medical literature, and assess the collected literature for quality, relevance and limitations.
3. Inter-professional and Patient-Centered Practice: Students will complete the required UAMS Interprofessional Education milestone for degree advancement students, and demonstrate the ability to educate patients, their families, and healthcare professionals.
4. Ethical Decision Making and Leadership: Students will demonstrate the ability to lead a group of professionals in an ethical manner.

The faculty have identified the educational competencies necessary to achieve the program goal by an analysis of the Commission on Accreditation for Respiratory Care expectations for practice of entry-level respiratory care practitioners, and through an ongoing dialogue with the program's Advisory Committee members. These competencies are reviewed within the curriculum at least once each year to ensure the appropriate content is taught, and that students are evaluated at an appropriate level to be able to practice proficiently upon graduation.

Core Competencies:

Respiratory Therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

- As team members, respiratory therapists should exemplify the ethical and professional standards expected of all health care professionals.

Respiratory therapists provide a broad range of patient care, including clinical decision-making and patient education. The respiratory care scope of practice includes the following basic or core competencies:

- Acquire and evaluate clinical data;
- Assess the cardiopulmonary status of patients;
- Evaluate data to assess the appropriateness of prescribed respiratory care;
- Establish therapeutic goals for patients with cardiopulmonary disease;
- Participate in the development and modification of respiratory care plans;
- Complete the case management of patients with cardiopulmonary and related diseases;
- Initiate prescribed respiratory care treatments, manage life support activities, evaluate and monitor patient responses to such therapy and modify the prescribed therapy to achieve the desired therapeutic objectives;
- Initiate and conduct prescribed pulmonary rehabilitation;
- Provide patient, family and community education;
- Promote cardiopulmonary wellness, disease prevention and disease management;
- Promote evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care;
- Function within inter-professional teams and communicate effectively with diverse populations;
- Apply problem-solving strategies in the patient care setting;
- Apply ethical decision-making and professional responsibility.

Students' opportunities to meet these basic or core competencies occur throughout the program and beyond. Students will demonstrate competency through the following direct and indirect means (not a complete list):

- 1) Professional Competencies: group presentations; peer reviews; student reflections; clinical simulations; inter-professional education activities and course assessments.

The attainment of these competencies are evaluated throughout the respiratory care program by a large variety of process and end-product assessments. These include objective unit and final course examinations consisting of multiple-choice, true-false and short answer questions; original written and oral presentations; simulations; student learning contracts; and completion of assessments designed to measure affective or behavioral characteristics of professionals, to name a few.

PROGRAM FACULTY

The following individuals have primary responsibility for the education of respiratory care professionals enrolled in the respiratory care program. These responsibilities will often include the clinical instruction of students.

The Program Director is primarily responsible for the overall administration of the respiratory care program, while the Director of Clinical Education (DCE) has primary responsibility for the clinical portion of the program.

Thomas Jones, MEd, RRT, CPFT Assistant Professor Chairman, Program Director	(501) 526-4496 Cell: (870) 262-7293
Tonya Cook, MEd, RRT Assistant Professor Director of Clinical Education	(501) 526-4488 Cell: (501) 580-3391
Theresa Gramlich, MS, RRT, CPFT Assistant Professor	(501) 526-4489
Leslie Walker, RRT, NPS, AE-C, RN instructor	(501) 526-4494
Erna Boone, DrPH, RRT, FAARC Professor Emeritus	(501) 526-4490
Mike Anders, PhD, RRT Associate Professor; Adjunct Faculty	(501) 603-1866
Anand Venkata, M.D. Medical Director	(501) 603-1400

PROGRAM ACCREDITATION

The University of Arkansas for Medical Sciences (UAMS) holds national continuing accreditation by the Higher Learning Commission.

CoARC accreditation is optional for respiratory degree advancement programs. Practitioners who graduate with the BS degree in Cardio-Respiratory Care are not limited in their professional practice or career advancement. A decision on accreditation for the degree advancement program is under consideration.

The traditional Respiratory Care Program holds continuing accreditation by the Commission on Accreditation for Respiratory Care (CoARC) #200176. Graduates of accredited programs are eligible to take credentialing examinations and apply for an Arkansas license.

PROGRAM SUMMARY

The A.S.-to-B.S. Degree Advancement Program is designed to allow graduates of Associate Degree programs the opportunity to meet their educational and professional goals as practicing professionals. The College of Health Professions offers the thirty (30) semester-credit professional program in a 100% online format, which is perfect for working therapists who need flexibility to complete their Bachelor’s degree while meeting family, professional and personal obligations. The curriculum allows students to pursue study in specific areas of interest or professional specialty through various projects, papers and/or directed study. In this way, students have the opportunity to prepare for advanced levels of specialty credentialing, if desired. A current NBRC RRT credential is required. Students have an option of part-time or full-time study. Complete program information is available on the program website.

COST OF ATTENDANCE

A complete list of tuition and fees is available on the UAMS/CHP website. Tuition for the 2022-2023 academic year is \$255.00 per credit hour for Arkansas residents and \$572.00 for non-residents. All students enrolled in the program pay a \$10.00 per credit hour laboratory fee. Estimated costs (tuition, fees, clinical uniform and materials, liability insurance and textbooks) for students entering the Program in summer, 2022 (excluding personal health insurance) are:

	Tuition / Fees
Summer	\$1,965
Fall 1	\$3,955
Spring 1	\$3,645

MENTORING / ADVISING

Each student will be paired with an academic advisor. The purpose is to provide the student with a faculty mentor, and establish a professional relationship that will enhance a student’s academic, personal and professional growth.

The professional mentorship will last for the duration of mentee’s career at UAMS.

The faculty mentor will follow a student’s development through the program, provide assistance on academic affairs, and offer guidance where needed to ensure the student reaches the appropriate

competency level in each of the program's core competencies, and oversee development of the student's directed study project.

The mentorship will conclude when the mentee graduates or is no longer enrolled in the Cardio-Respiratory Care program. Under special circumstances, the mentee or mentor may request a new assignment. Such requests must be in writing to the Program Director and will require the approval of the faculty. The Department Chairman will make mentor / mentee assignments.

STUDENT EXPECTATIONS

As professionals in an academic setting, students have the following expectations:

- Assume responsibility for and be proactive in learning.
- Participate in a vibrant online learning community consisting of peers and faculty.
- Actively and consistently engage in program and course activities.
- Abide by the policies outlined herein, and in each course syllabus.
- Actively participate in all class activities (whether face-to-face or at a distance).
- Conduct themselves with integrity and ethical behavior; to model professionalism at all times; and to adhere to the principles of academic integrity at all times.
- Communicate regularly and professionally with the program faculty and student mentor
- Collaborate openly and frequently with colleagues and faculty.
- Work with your faculty to receive and interpret constructive feedback.
- Be aware of potential gender, cultural, and professional differences in all communication and online interactions.
- Respond promptly to faculty and course correspondence.
- Consult with your faculty mentor as needed.

FACULTY EXPECTATIONS

As professionals and members of the academic community, faculty have the following expectations:

- Faculty members are to establish and maintain a vibrant online learning community consisting of students and faculty.
- Collaborate openly and honestly.
- Communicate regularly, promptly and professionally.
- Contribute to a high academic standard of excellence.
- Consistently provide feedback that is constructive, fair and objective.
- Conduct themselves with integrity and ethical behavior; to model professionalism at all times; and to adhere to the principles of academic integrity at all times.
- Monitor students' active participation in their courses.

PARTICIPATION

On-going participation in program and course activities is required. The faculty must report any student who has not attended or actively participated in learning activities for a period of ONE WEEK and report the incident immediately to the Registrar and the Associate Dean for Academic Affairs. If the student does not actively re-engage in learning activities in the class(s) immediately, the Office of the Dean will drop the student from the class/es. If all classes are dropped, the student will be administratively withdrawn from the program.

INDEPENDENT STUDY

The AS-BS degree Advancement program is a 100% online program, and therefore requires a high level of self-directed learning. The courses are designed to extend a student's understanding within an academic discipline beyond the foundational level. Students will collaborate, read, conduct research, complete written assignments, projects, research papers, or similar requirements outside of a formal (directly supervised) classroom setting. This work is often assigned by a faculty member, but allows the student to have more autonomy regarding when and how an assignment is completed. Independent study carries with it the expectation of being a responsible, proactive student who engages in professional scholarship. You are encouraged to communicate frequently with the program faculty. Be sure to read and understand each part of the syllabus, course objectives, requirements for the successful completion of the course, each assignment or project, grading rubrics, and quizzes / examinations, etc. The role of the faculty is that of a guide, resource person, and evaluator of the final product. For an independent study course, students should expect to contribute a minimum of 3-4 hours of scholarship each week *for each semester hour of credit*.

CLINICAL STUDY

Clinical rotations are not required in the AS-BS degree Advancement program. Students may arrange optional clinical experiences for completion of course and program requirements, with approval by the Program Director and Director of Clinical Education. A student will submit a written, formal clinical contract for all clinical experiences involving patient care. All clinical contracts will adhere to the traditional program's clinical policies, and will be provided, as needed.

GRADING

Generally, respiratory care courses use the following grading scale:

A = 93-100

B = 85-92

C = 75-84

D = 70-74

F = 69 or less

Faculty will post criteria for earning a particular grade in the syllabus and discuss the criteria with students at the beginning of each course. Grades may be rounded up.

Federal law prohibits faculty from discussing grades over the telephone. Faculty will record all grades in the Blackboard learning management system, and post final grades in the GUS information system at the completion of each term. Students may request copies of transcripts from the Office of University Registrars by submitting a written request for each transcript requested.

A grade of “D” or “F”, or a mark of “F” in pass/fail courses, or a mark of “U” in satisfactory / unsatisfactory courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program.

A grade of “D” in the following professional courses is acceptable for progression and/or for graduation if it occurs in the last semester of the program, as long as the student’s cumulative GPA is ≥ 2.00 : RESP-4144: Scholarship Project; RESP-4146: Foundations of Respiratory Education; RESP-4250: Integration Project; and RESP-4355: Leadership and Management.

Students must obtain a grade of “C” or better in all other professional courses in order to progress to the next semester, or to graduate, if it occurs in the last semester of the program.

In all cases, students must maintain a program GPA of 2.0 or greater in order to progress from one semester to the next, and one year to the next.

If a student earns a D or F grade in a course where a C is required for progression or if the student’s GPA falls below 2.00, the student will be placed on academic probation.

Students earning a D or F grade in a course where a C is required may be required to reduce their course load to part time, take a leave of absence, or drop from the program in order to repeat the course. Once the course is successfully repeated, academic probation is will be removed and the student will return to “good standing”.

Due to course sequencing, it may be necessary for a probationary student to wait until the following year to complete the course. In such cases, academic probation may be lifted and the student returned to “good standing” after successful completion of nine (9) credit hours for full time students and six (6) credit hours for part time students.

A re-admission policy is available to students upon request.

EVALUATION AND REMEDIATION

During the program, students will enroll in a number of courses that will provide foundational information and concepts used in the profession. Students accumulate information that is critical to the practice of respiratory care as they progress through the program. Students are expected to

understand and retain the basic principles necessary for safe and competent clinical practice and for successful completion of course work.

Each Respiratory Care course is cumulative. Within a course, prior test materials may provide subsequent examination material. As students advance to higher level courses, the faculty presume a thorough understanding of basic concepts taught in previous courses. Thus, these concepts will be tested again during higher level courses.

The ADA/Disability Services office serves as the central point of contact for students with disabilities and evaluates all requests for academic adjustments and accommodations necessary for equal access to coursework, facilities, programs, and extra-curricular activities. Information can be found at: <https://students.uams.edu/ada-disability-services/>

COMPUTERIZED EXAMINATIONS

Respiratory Care students will take most lecture and internet course examinations on a computer using Blackboard functions. All examinations will be available on a lockdown browser only. Policies governing the review of the completed examination are at the discretion of the individual faculty member. Respondus Monitor may be required for some examinations. The faculty will provide Respondus Monitor video documentation within the course.

Use of calculators during an examination will be at the discretion of the individual faculty member. However, **cell phones, programmable calculators, “smart watches” or other programmable and “web-capable” devices will NOT be allowed under any circumstances.**

Initial review of a completed examination, when allowed, will occur immediately upon completion of the examination in most cases. However, all faculty will communicate the “most-missed” examination concepts to students using subsequent discussion boards or lecture. Students are encouraged to take notes and review these concepts for future testing.

REMEDICATION

A formal remediation plan is in place to assist students in obtaining and retaining basic principles required for successful completion of coursework.

The goal of remediation is *to ensure mastery of essential concepts, important course content and professional skills.*

In-Course Remediation

- A. The “prompt” for remediation while a course is in session will be a score of less than 75% on any exam or other “high-percentage” quiz, homework, or project in a course.

B. Responsibility and Procedure

1. It is the ***student's responsibility*** to inform the instructor of a desire to remediate ***within 48 hours of a completed exam***, assignment or project. Students who request remediation will consult with faculty for additional resources to help them master course concepts that appear to be deficient.
2. Failure to inform faculty of an intent to remediate in a timely manner will mean the student has declined remediation.
3. The student will consult with the course instructor to form a collaborative remediation plan that will define what will be required for "successful" remediation. In all cases, "successful" remediation constitutes the acquisition of defined knowledge and/or skills measured objectively in a manner and at a time to be determined at the discretion of the course instructor.

C. Grade Adjustments

1. The threshold for documentation of successful remediation is 75%.
2. If a student successfully completes remediation with a score greater than 75%, the original grade will be increased to 75% (but no higher) as the official grade.
3. If the remediation score is below 75%, the original score will remain as the official grade.

D. Expectations

The following student and faculty expectations apply to remediation:

1. It is the student's responsibility to initiate remediation and schedule conferences with the course instructor.
2. Students can expect course instructors to assist the student in remediation. This may take many forms, including (but not limited to) Blackboard remediation modules, one-on-one conferences, exam review, providing additional content resources, small group sessions, and identification of university or student resources that may be deemed appropriate.
3. Students should closely adhere to the remediation details as provided in the collaborative remediation plan.
4. Generally, students should demonstrate remediation of content knowledge and/or skill deficiencies prior to the subsequent unit examination.
5. Program faculty expect that students will not require excessive remediation within a single course or across multiple courses in the respiratory care curriculum.
 - a. Two (2) remediation prompts within a course is excessive.

- b. Remediation occurring in two (2) or more courses during a semester is considered excessive.
 - c. Students meeting both criteria a) and b) are required to meet with the program director and will be placed on **“ACADEMIC ALERT”**. Academic Alert signifies the faculty’s concern for a student’s academic performance and progress. Students on Academic Alert are required to complete an academic action plan. The program director will provide a template for the action plan.
 - d. Documentation for Academic Alert will be placed in the student’s program file.
 - e. Students who meet criteria a) and b) **AND** who do not have an overall average of 75% in each of the courses will be placed on **“ACADEMIC PROBATION”**. Academic Probation signifies the faculty’s serious concern regarding academic progress, current standing in the program and the likelihood of future success.
 - f. Students who are placed on academic probation must complete an academic action plan. The program director will provide a template for the action plan.
 - g. The Documentation for Academic Probation will be placed in the student’s program file, forwarded to the Associate Dean for Academic Affairs, and placed in the student’s permanent file.
 - h. Academic probation may be lifted at the end of the semester, providing the student satisfactorily completes all remediation plans, regular coursework requirements.
6. Students must to adhere to the College of Health Professions (CHP) policies related to academics and non-cognitive performance standards, which can be located on the CHP website.

<https://healthprofessions.uams.edu/about-the-college/catalogs-and-handbooks/>

7. Course instructors have the right to terminate a remediation plan at any time if a student fails to meet deadlines, submits incomplete work, demonstrates unprofessional behavior or otherwise demonstrates a lack of dedication or attention to the goals of the remediation plan.

E. Course Grading Effects

If a student does not successfully complete a remediation plan by the end of the course, and 1) the course grade is less than 75% and 2) the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to 1) either extend the time available for successful remediation or 2) award the earned grade.

If a student does not successfully complete a remediation plan by the end of the course, and the course grade is at least 75%, the student will earn the grade he/she earned according to the grading scale.

End-Course Remediation

This option is only available to students who 1) never qualified for remediation during the course, or 2) who qualified and successfully completed remediation during the course.

This option is ***not*** available to students who were eligible for remediation, but did not initiate remediation during the course.

When the course grade is less than 75% at the end of the course and the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to either 1) develop a remediation plan or 2) award the earned grade.

INTERPROFESSIONAL EDUCATION

Inter-professional education (IPE) is required for all students matriculating to UAMS. IPE content is designed around the Institute of Health Improvement's "Quadruple Aims" to improve the health of U.S. citizens. **Degree Advancement students are required to complete an online IPE Exposure Workshop.** This module is completed on-line through the Blackboard portal. IPE certification will be noted on student transcripts, indicating completion of the inter-professional education requirements. Completion of this milestone is required for graduation.

AARC STUDENT MEMBERSHIP

All students enrolled in the AS-BS degree advancement program will maintain active membership in the American Association for Respiratory care. Students are required to provide their membership number to the department administrative assistant.

COMPLETION OF DEGREE REQUIREMENTS

Students in the part-time track must complete all outstanding degree requirements at a regionally accredited college or university prior to graduation. The student's advisor will develop a degree plan in consultation with the student during his/her first semester in the program. The degree plan will outline the courses the student must satisfactorily complete, and the recommended semester to enroll in each course. Students who do not complete all of the required courses prior to graduation will not receive their degree until all courses are completed.

All degree requirements must be completed within five (5) years of original enrollment.

GRADUATION

All students must successfully satisfy and document the following requirements to be eligible for graduation:

- Complete all prerequisite and professional course work
- Meet the College minimum GPA standard of 2.0
- Inter-Professional Education requirements

STUDENT CONDUCT

The College of Health Professions and the respiratory care program expect not only acceptable, but also quality academic work and mature behavior from every student, and will accept no less. All students are adult “professionals-in-training”, and should conduct themselves accordingly.

1. Students are to abide by the policies outlined in the CHP catalog, SECTION 7.0 - ACADEMIC POLICIES AND STANDARDS. Specific attention should be given to the following CHP Student Affairs policies (**See Appendix**):

02.00.02 Non-Cognitive Performance Standards

02.00.03 CHP Substance Abuse Policy

02.15.01 Student Conduct and Discipline

These policies are located on the CHP website at:

<http://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/02-student-affairs/>

2. Students are to abide by the policies outlined in the CHP catalog, SECTION 9.0 - SECTION 9.0 - STUDENT CONDUCT AND DISCIPLINE. Specific attention should be given to the following CHP Academic Affairs policy:

01.00.02 Scholastic Dishonesty (See Appendix).

This policy is located on the CHP website at:

<https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2018/08/College-of-Health-Professions-Catalog-2018-2019-final-web.pdf>

3. Students enrolled in the respiratory care program must adhere to strict non-cognitive policies concerning ethical behavior and professional conduct.
4. Students who fail to meet the non-cognitive performance standards may be placed on Academic Alert or Academic Probation.
5. Students on Academic Alert or Academic Probation will meet with the program director to develop an appropriate action plan for performance improvement.
6. Students placed Academic Alert or Academic Probation may also be subject to disciplinary action or administrative withdrawal from the program.

7. Courtesy is essential. Work with confidence, but with a certain degree of humility. Both are essential in your relationship with physicians, patients, instructors and fellow students.
8. Students should address the faculty as “Mr.” and “Mrs.,” “Ms.,” “Dr.” or “Professor”.
9. Students should address physicians as "Dr.”
10. Guests and all staff should be addressed as "Mr.," "Mrs.," or "Ms.".
11. A student will not show disrespect to fellow students, patients, hospital staff members, UAMS faculty members, or staff through verbal, nonverbal (i.e. posture, voice inflections, grimaces or gestures), or written means (including social media). Professional interpersonal relationships are essential in the practice of respiratory care.
12. Students are to never discuss any patient information outside of the classroom and online, secure discussions. Discussions of patients within the academic setting is allowed, but care should be taken to observe all HIPAA regulations.
13. UAMS is a tobacco-free and vape-free institution. Students will abstain from smoking/vaping and from the use of *all* tobacco products. Tobacco/Nicotine is not allowed in any clinical or academic facility. Students should not carry tobacco or nicotine in the academic or clinical areas. Infractions of this policy is considered unprofessional behavior and will be subject to the non-cognitive performance standards policy.
14. No student may attend class impaired for any reason (including, but not limited to, alcohol, illegal drugs, prescription medications, herbal / natural substances, cannabinoids, etc.). The UAMS Drug Testing program applies to both employees and students at UAMS. Students are referred to UAMS Drug-Free Workplace Policy for information that is more detailed.
15. The student will not use the UAMS, College, Department or Program name, logo or letterhead.
16. Schedule faculty appointments in advance whenever possible
17. All materials, assignments and documentation, including those required as part of Blackboard courses, submitted to an instructor should be legible and typewritten in complete sentences with appropriate grammar and spelling. Each faculty member reserves the right to decline receipt of material he/she considers unacceptable.
18. **All cellular phones and personal communication devices should be OFF or silenced during all live class sessions,** unless otherwise directed by the faculty. Frequent breaks allow a student to check for and/or send messages and make personal calls.

The following actions/behaviors are unacceptable and may result in immediate dismissal from the program:

1. Cheating on assignments/examinations or plagiarism.
2. Falsifying any documentation (e.g., college form, clinical logs, patient charts, proficiency evaluations, time in/out, any DataArc submissions, project documentation, research data, etc.).
3. Negligent actions that may result in harm to patients or others.

Students who fail to meet the non-cognitive performance standards may be placed on Academic Alert, Academic Probation, or subject to dismissal from the program. Students placed on Academic Alert or Academic Probation may also be subject to disciplinary action.

SCHOLASTIC MISCONDUCT AND PLAGIARISM

Scholastic misconduct applies to circumstances and events related to the student's education program, including scholastic dishonesty and professional conduct or judgment. This includes, but is not limited to, plagiarism, giving or receiving any form of aid on quizzes or examinations that is not expressly permitted by the instructor, or falsification of documents, experimental results, or research data. Sanction(s) may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, probation, suspension or dismissal from the college.

Students are expected to abide by the policies outlined in the CHP catalog, SECTION 9.0 - SECTION 9.0 - STUDENT CONDUCT AND DISCIPLINE. Specific attention should be given to CHP Academic Affairs policy **01.00.02 Scholastic Dishonesty (See Appendix)**.

This policy can also be found on the CHP website at:

<https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2018/08/College-of-Health-Professions-Catalog-2018-2019-final-web.pdf>

The College of Health Professions subscribes to a Web-based plagiarism detection and prevention system that is used by colleges and universities nationwide. The system works by scanning the submitted document and matching the document against databases of texts, journals, and Web and other electronic sources including websites that sell or distribute pre-written essays and/or term papers. Course instructors reserve the right, at his/her discretion, to use this plagiarism detection system by submitting students' written work to the system for the purpose of determining if a document has been plagiarized.

Note: All work submitted is required to be original work developed for class assignments and should not have been submitted for assignments made as part of previous and/or concurrent courses without the instructors' prior knowledge and approval; to do otherwise constitutes academic dishonesty and will be addressed as such in program courses.

PATIENT PRIVACY AND CONFIDENTIALITY

UAMS is committed to protecting the privacy of our patients' information. While privacy and confidentiality have always been a priority for health care providers, it has heightened importance in this era of electronic information due to the increased speed of information flow and the risks associated with protecting this information.

The standards for protecting patient health information are described in the federal law known as the Health Insurance Portability and Accountability Act (HIPAA). HIPAA limits access to medical records to authorized individuals and for specific purposes. It is not possible to summarize HIPAA here; however, you will have received HIPAA training prior to being granted access to patient information. Additional information and training on HIPAA, including UAMS HIPAA policies, are available on the HIPAA Office webpage at <http://hipaa.uams.edu/>.

Please keep in mind that there are sanctions for inappropriate access to patient records. These include criminal penalties of up to one (1) year imprisonment and a \$50,000 fine; as well as, disciplinary action up to and including dismissal from your program.

If you have any questions pertaining to HIPAA, direct them to UAMS HIPAA office at 501-603-1379.

HEALTH SERVICES

Students are eligible for health services at the UAMS, Student/Employee Health Department. Dental hygiene services are available to UAMS students for a nominal fee, as well as discounts on prescription drugs.

The Student Health Clinic, a part of SEHS [Student and Employee Health Services], provides basic medical services to full-time UAMS students. Students that subscribe to the Academic Health Plan will have their deductibles and co-pays waived. Those that are referred to the FMC clinic (which is housed on the 1st floor of the Family Medical Center) for laboratory or radiology services by the Student Health Clinic will also have their deductibles waived. Any non-referred visit to FMC will require co-payment at the time of visit. An appointment is necessary for students seeking routine medical care in the SEHS. See Web site for details on covered services. <http://www.uams.edu/dfcm/student-employeehealth/>.

Please note that even though the SEHS (ground level) and FMC (1st floor) are housed within the Department of Family and Preventive Medicine building, they are not the same clinic. FMC Clinic does perform pre-enrollment student examinations. To schedule an appointment call (501) 686-6560.

VACCINES

The Society for Healthcare Epidemiology of America (SHEA) *endorses a policy in which annual influenza vaccination is a condition of both initial and continued healthcare personnel employment*

and/or professional privileges. In addition to SHEA, many healthcare agencies and societies recommend requiring vaccination of healthcare workers, including the Infectious Diseases Society of America (IDSA), American Academy of Pediatrics (AAP), National Patient Safety Foundation, American College of Physicians, Association for Professionals in Infection Control and Epidemiology (APIC), etc.

UAMS requires the influenza vaccine for all employees, medical staff, volunteers and other designated individuals (including students) during the upcoming influenza season. Therefore, students must be vaccinated against influenza within 6 weeks from vaccine becoming available in the Fall, in order to complete required clinical rotations. Immunization usually begins mid-October.

Student Employee Health Services (SEHS) and the Office of Human Resources will evaluate requests for exemptions, regardless of the reason. Only those requests submitted on the UAMS exemption forms will be considered. Exemption forms are available on the UAMS SEHS webpage:

<http://familymedicine.uams.edu/university-healthcare-services/student-and-employee-health/flu-shots-student-and-employee-health-services/>

For those who receive vaccinations at sites other than UAMS, written documentation must be provided to Student and Employee Health. This documentation should be faxed to 501-296-1230 or e-mailed to studentandemployeehealth@uams.edu.

A calendar of the mass influenza workstation dates, times and locations is posted on the SEHS Calendar. Students and employees should watch the UAMS Alerts for updates, or review the information posted on the UAMS Intranet.

As conditions arise, additional vaccinations may be encouraged or required. In such cases, UAMS and the program director will provide information and guidance. Many clinical affiliates require proof of vaccinations for placement of students in their facilities. Failure to provide proof of vaccination could prevent students from completing program clinical requirements and delay or prevent graduation.

RECORDS

All work and grades for individual students are confidential. The instructor will keep a complete record of a student's participation and performance in a course. Students can view this record by appointment. Program records of student performance are maintained in a locked file cabinet and/or in the on-line learning management system. Release of this information to any person other than the student is not permitted, except when the student makes a written request. Requests must specify the name of the person to whom information may be released and outline the specific information that may be released.

An electronic record of examinations and course final grades will be maintained by the program for five (5) years on a secure server.

Students must report any name, phone number, or address change promptly to the program office.

The institution keeps a permanent transcript. An electronic transcript request form is available through the CHP website. The cost is \$10 per transcript.

Students may submit requests for transcripts to the Office of the University Registrar between 8:00 AM – 4:30 PM, CHP Building 2, or sent to the Office through mail or by fax. The mailing address and fax number are on the form. Allow 3-5 working days for receipt of the requested transcript.

COMMUNICATION

Program students and faculty adhere to the customary rules of professional communication. The general guidelines below for email, text messages and phone calls to faculty / preceptors are:

- ***Please respect the faculty's personal time and use professional discretion in calling faculty on their cell phones outside of regular business hours.*** Phone calls are always acceptable during regular business days / hours, and when reporting an absence for clinical.
- ***The only official methods of communication in the program are direct, person-to-person phone calls and UAMS e-mail.*** This ***does not*** include personal email accounts (Gmail, yahoo, etc.) or text messages.

Students are responsible for:

- maintaining the highest degree of professionalism during all types of communication
- checking UAMS email (twice daily is preferred)
- having their UAMS email account synced to cell phones and other communication devices
- subscribing to all Blackboard discussion forum threads
- scanning and emailing requested documents to faculty

E-mail Accounts

All students in the Respiratory Care program have an Outlook e-mail account. **This is the only account that will be used to generate information to students and it is imperative that students check it FREQUENTLY for messages from faculty and staff.**

- Using UAMS email provides a secure, reliable means of documenting the details of the communication and helps to avoid confusion.
- Students are strongly encouraged to link the UAMS outlook account to their phones and other communication devices.
- Passwords for UAMS email accounts expire every 120 days. Students who do not access their account frequently will miss the reminders that are sent when it is time to change the password. To obtain a new password and access to the system, call the UAMS Help Desk at 501-686-8555.

Social Media

Students should demonstrate caution and restraint when utilizing social media (Twitter, Facebook, Instagram, Snap Chat, and all other social media sites). At no time should students post or make comments that are disrespectful to the program, college, faculty, peers or patients. Students must not communicate information that could lead to the exposure of patient identity. Students should be aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. Students are required to complete UAMS HIPAA training and adhere to all directives of the UAMS social media and HIPAA policies.

Text Messaging

Text messages cannot be used for any official communication. Text messages should only be used for brief updates, and urgent issues. E.g., “Can you take a phone call about _____.” “The quiz link is not displayed. Can you help?”

Text messaging ***should not*** be used for reporting absences, complex help with homework, rescheduling exams, etc.

TRANSPORTATION/PARKING

Students coming to campus may park at Ray Winder Field or at the War Memorial Stadium and ride the shuttle bus to the UAMS campus. Lot 10 is also available on a first come, first served basis. A decal is required for Lot 10. Brief parking (30 minutes) is available outside the student center.

Student Evening Parking is available on Parking 2 - A Level (4:30pm to 8:00am weekdays and all hours on weekends/holidays). A parking decal is required. Both Lot 10 and Student Evening Parking decals are included with Student Parking and Transportation Fees. **Complete information regarding student parking is available at <http://www.uams.edu/parking/parking@uams.edu>**

Compliance with parking restrictions is mandatory at the various clinical sites. Students will be held responsible for any tickets incurred and may be subject to disciplinary action.

CONFERENCES

Formal conferences to address academic and/or professional issues may be requested by the Cardio-Respiratory Care faculty or by a student at any time. These sessions are collaborative in nature and provide an opportunity to discuss perceived problems and identify solutions to these problems. When a faculty member requests a formal counseling session with a student, the following procedure will apply:

1. The student will be scheduled for a counseling session with the course instructor. A student who fails to appear at this initial session or any subsequent sessions will be restricted from further scheduled learning sessions until the session can be rescheduled. An advising form will be completed at the end of each session. A copy will be provided to the student, one will be placed in the permanent departmental file and other copies will be forwarded, as appropriate.
2. If, after the initial session, the problem remains unresolved, the student will be scheduled for a counseling session with the Program Director and/or Department Chairman.
3. If the problem remains unresolved after a meeting with the Department Chairman, the student will be referred to the Conduct and Discipline Process or Academic Appeal Process, whichever is applicable. These processes are published in the CHP Catalog and student handbook.

EMPLOYMENT

Degree completion students are often “working professionals”. Students are encouraged to communicate with faculty about work schedules, course requirements and deadlines, etc., at the beginning of the course, and as soon as potential conflicts may arise. Employment will not be an excuse for a student not meeting the program’s expectations and requirements. This includes failure to submit assignments or complete quizzes / exams, failure to meet course deadlines, poor quality of submissions, poor grades, or unprofessional / unethical behavior.

LIBRARY, COMPUTER LAB, UAMS RESOURCES

Students have free and unlimited access to the UAMS library and all other Student Success Center resources. This includes technical support, research support, writing and presentation consultations, computer labs, study rooms, academic support services, etc., and are encouraged to take advantage of these resources. Complete resource information can be found at:

<https://library.uams.edu/> All UAMS students can use their UAMS user/domain account and password to access the Library's licensed electronic resources from off campus locations via the Library website.

PROGRAM ADVISORY COMMITTEE

The Respiratory Care Program Advisory Committee functions to advise program faculty and administration in the continuing development and evaluation of the program, in faculty appointment and coordination, and in the development of effective clinical relationships.

The class president or a suitable designee of each class serves as a representative to the program Advisory Committee. Any appropriate concerns should be communicated to the student representative prior to a scheduled meeting. The Advisory Committee meets at least once each year and a Student Report is given to the group.

CHP STUDENT ADVISORY COMMITTEE

The purpose of the Student Council shall be to assist in the development of policies for students, determine ways to communicate policies to students, select student representatives to appropriate college committees, assist in planning student affairs such as social activities, orientation, receptions for friends and parents at graduation, field trips, receptions during orientation, and college-wide awards convocation or other such student affairs as deemed appropriate.

Degree Advancement students desiring to participate should notify the Program Director / Chairperson for a recommendation.

RESPIRATORY CARE LAPTOP AND POWERPOINT USE

Respiratory Care faculty may use PowerPoint slides for classroom and laboratory instruction.

PowerPoint hand-outs will not routinely be available to students prior to class. Rather, students are encouraged to prepare for class using other tools (Learning Guide, course objectives, SoftChalk modules, topic outlines, etc.) provided by the faculty. Faculty may provide PowerPoint handouts at their discretion.

Respiratory Care students may use electronic devices during class for note-taking purposes or as directed by the course instructor.

The UAMS Student Success Center / Technical Center provides support for personal laptops, and has laptops available for loan to students for use on campus. The Technical Center is located in Ed II Library Suite. Phone: 501-526-6003.

ASRC STUDENT REPRESENTATIVE

The class president or a suitable designee of each class will serve as a student representative on the Arkansas Society for Respiratory Care Board of Directors. The representative must meet the established criteria and have the endorsement of the Program Director.

AWARDS

Lambda Beta Honor Society

The National Honor Society for the profession of Respiratory Care was formed in 1986 to promote, recognize and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the profession. The name of the society is based on the goals of the Respiratory Care profession: sustaining “life and breath” for all mankind. Lambda (Λ) is the Greek letter “L”, and beta (B) is the Greek letter “B”. The purpose of the Society is to promote achievement of high scholarly standards within the schools and chapters through the encouragement of membership and graduation with honors. Lambda Beta inductees are nominated by the faculty based on the established national criteria.

Erna L. Boone Award for Professional Excellence

The Boone Award is presented to a graduating senior (traditional program or AS-BS program) who is nominated and chosen by the faculty, and meets each of the following criteria:

1. Is an active student member of the AARC / ASRC
2. Has demonstrated excellence in one or more of the following areas:
 - Knowledge Sharing
 - Peer Leadership
 - Service to the college, program and/or profession
 - Patient and Family Centered Care
 - Inter-Professional Communication / Practice
 - Tobacco Cessation

Chairman’s Awards

Special recognition awards may be presented to AS-BS degree Advancement students at the discretion of the Department Chairman / Program Director. This often includes an “Outstanding Degree Advancement Student”. The award is made based on academic standing / GPA, exceptional scholarship, demonstrated leadership, professionalism, and service.

PROFESSIONAL CREDENTIALS AND ARKANSAS LICENSURE

Documentation of current RRT credential by the NBRC is required and must be maintained throughout the program. New graduates must have obtained the NBRC RRT credential within 6 months from graduation. If not completed within 6 months from graduation, the student will be

allowed to complete the semester they are currently enrolled, but will not be allowed to enroll in the next academic term or future academic terms until the NBRC RRT credential is obtained.

CHP POLICIES

All respiratory care students must abide by the College of Health Professions (CHP) academic policies found in the CHP catalog posted at:

<https://healthprofessions.uams.edu/about-the-college/catalogs-and-handbooks/>

COPYRIGHT POLICY - The materials used in this course may include copyright protected materials provided for the personal educational use of the enrolled students and may not be further redistributed.

INTELLECTUAL PROPERTY POLICY - Lecture, lab and other presentations are the intellectual property of the faculty and faculty must give their written permission for their lecture, lab, and other presentations to be recorded. Recorded lectures/labs/presentations may only be posted on websites or other locations approved by the College of Health Professions and are provided for the personal educational use of students enrolled in the course. Students are prohibited from providing or distributing any course materials in any manner – print, electronic, or any other media – or providing links to any course materials to anyone outside of their UAMS classes. Failure to abide by this policy may result in disciplinary action including dismissal.

Failure to abide by this policy may constitute a copyright infringement which may have the following legal consequences:

Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per

offense. For more information, see the web site of the U.S. Copyright Office at www.copyright.gov, and especially their FAQs at www.copyright.gov/help/faq

TITLE IX - The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The UAMS Title IX Coordinator can be contacted at (501) 526-5641. She is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. You may also contact the UAMS Police Department, 501-686-7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or ocr@ed.gov

DISABILITY SUPPORT – UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the ADA Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator's office as soon as they begin their program or as soon as the student recognizes their need for an adjustment.

UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their programs. More information can be found online at <http://students.uams.edu/ada-disability-services/> or by the contacting the disability services office at (501) 526-5641.

NON-DISCRIMINATION STATEMENT

It is the policy of UAMS that members of the University community neither commit nor condone acts of bigotry, racism, or discrimination. Specifically, the University of Arkansas for Medical Sciences fully supports, both in spirit and practice, Titles VI and VII of the Civil Rights Act of

1964, Title IX of the Education Amendments of 1972, Executive Order 11246, the Rehabilitation Act of 1973 (Sections 503 and 504), Titles I and II of the Americans with Disabilities Act of 1990,

and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. Therefore, the University prohibits discrimination on the basis of race, gender, gender identity, gender expression, sexual orientation, color, national origin, religion, age, marital status, ethnic origin, disability, and veterans including disabled veterans and veterans of the Vietnam Era with respect to all aspects of the student experience, including but not limited to, acceptance and admission, enrollment, financial aid, and access to student resources and support.

A student having a complaint concerning terms and conditions of their student status or experience with UAMS is encouraged to present this matter to and discuss it with, the person in charge of that part of the university where the issue arises (e.g. Course Director, Department Chair, Associate Dean for Academic Affairs, Dorm Director, etc.). Such presentation and discussion shall be entirely informal. The person in charge shall attempt to resolve the Complaint. A complaint may, but need not, become a grievance.

However, if informal dialog does not resolve the issue, and the student believes that he or she has encountered a policy, procedure, or practice that constitutes discrimination, he or she should contact the Administrator at his/her respective college, who is specifically designated to assist students in the matter of filing a grievance through the UAMS Student Grievance Procedures process.

Academic, disciplinary, administrative action and grievance procedures are presented in the catalog of each college. Copies are available both online and through the respective Associate Dean's Offices responsible for student/academic affairs.

Actions on the part of any employee or official of the University contrary to this policy will be addressed promptly and appropriately, according to the UAMS **Grievance Procedure for Alleged Discrimination**. The Office of Human Relations acts on a campus-wide basis for all students, faculty, and employees regarding such matters and will coordinate with the appropriate Administrator to examine issues of alleged discrimination, and to communicate when ameliorative or punitive actions are deemed necessary.

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APPENDIX

1. CHP Policies

- 01.00.02 Scholastic Dishonesty
- 01.15.01 Student Academic Appeals Policy
- 02.00.02 Non-Cognitive Performance Standards
- 02.00.03 CHP Substance Abuse Policy
- 02.15.01 Student Conduct and Discipline

2. AARC Standards

- AARC Statement of Professional Conduct

3. IPE Milestone Record

4. Signature Pages

- AS-BS Degree Advancement Program Policies and Procedures

College of Health Professions Policy and Procedure Guide

Policy: Scholastic Dishonesty Policy

Number: 01.00.02

Approval Date: Not Available

Revision Dates: 07/07/2016

Section: 01.00.02

Area: Academic Affairs

Subject: Scholastic Dishonesty

POLICY

The College of Health Professions believes that both students and instructors have significant roles within the educational process. Acts of scholastic dishonesty can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of

the student's total educational program. Although monitoring of scholastic conduct is primarily the responsibility of faculty, students ultimately have the responsibility and are expected to act in an honest and responsible manner during the educational preparation for their professional role.

The Scholastic Dishonesty Policy applies to circumstances and events related to the student's education program, including scholastic issues and professional conduct or judgment. Sanction(s) for scholastic misconduct may include, but are not limited to, a failing grade on the test/assignment, failing grade for the course, or suspension or dismissal from the college. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters are addressed in procedures and regulations in the Student Conduct and Discipline Policy.

Definition of Scholastic Dishonesty

Scholastic dishonesty is considered to be an act contrary to academic and/or professional ethics. Examples of scholastic dishonesty include, but are not limited to:

1. Copying from another student's test paper, reports, or computer files;
2. Using materials and/or devices during an examination which have not been authorized by the person in charge of proctoring the examination;

3. Giving or receiving assistance on examinations. This not only includes providing specific answers to subsequent examinees, but also involves providing or receiving information which would allow the student to have an unfair advantage in the examination over those students who did not possess such information;
4. Exchanging places with another person for the purpose of taking an examination or completing other assignments;
5. Using, buying, selling, stealing, transporting or soliciting in its entirety, or in part, the contents of an examination or other assignment not authorized for release;
6. Falsifying clinical logs, records, or reports (oral or written);
7. Plagiarism is defined as adopting, appropriating for one's own use and/or incorporating in one's own work, *without acknowledgement*, passages, tables, photographs, models, figures, and illustrations from the writings or works of others; presenting parts of passages of other's writing as products of one's own mind. The concept of plagiarism also extends to the copying of quiz, written, or lab practical examination questions, case studies, or clinical case scenarios used in the classroom or small group sessions, in any form or manner, including memorizing the material so it can be written down and passed on to others at a later time. Plagiarism of testing materials is cheating, and constitutes an activity that is unprofessional and against the ethical tenets of the health professions.

This notice is to inform students that the College of Health Professions reserves the right to utilize, with or without the students' knowledge, plagiarism detection services or software. Written work may be compared to a database of texts, journals, electronic and web sources including web sites that sell or distribute pre-written essays or term papers. The College reserves the right to use this plagiarism detection system at any time, on any work submitted by a student in any course.

8. Misrepresenting facts to cover up mistakes or omissions in clinical or academic settings;
9. Deliberately performing at less than maximum ability, or asking another student to do so, to alter the grading scale.

APPROVAL

Information about the original approval of this policy is not available.

Policy: Student Academic Appeals Policy

Number: 01.15.01

Approval Date: February 18, 2015

Revision Dates: August 13, 2020

Section: Academic Affairs

Area:

Subject: Student Academic Appeals

PURPOSE

The purpose of the student academic appeals policy is to provide students with an opportunity to dispute the charges and/or penalties related to an academic issue. The appeal procedures below provide opportunities for students to request a review of recommendations and decisions made by the department faculty, submit information not previously available or suggest alternative remedies.

SCOPE

Examples of academic issues that may be appealed include, but are not limited to, course grades on assignments, exams, performance on clinical/laboratory procedures or dismissal from a program due to not meeting the minimum academic requirements.

Established college or program policies themselves cannot be appealed.

POLICY

Appeal of Academic Issues

Grades

The procedures below are followed by the College of Health Professions for student appeals of academic matters including, but not limited to, grades or other evaluations awarded for a course, assignment, project, examination, clinical procedure or clinical rotations.

Step 1: Meet with the Course Instructor – Before initiating an appeal, the student must contact the course instructor to discuss the academic matter or grade

within 2 business days of the occurrence. “Occurrence” is the notification of a student’s grade or performance evaluation.

Step 2: Appeal to the Department Chair or Program Director – If the matter is not resolved between the student and course instructor, the student may appeal *in writing via UAMS email* to the department chair or director of the program in which the student is enrolled within 2 business days following the meeting with the course instructor. If the instructor is the department chair, the student may appeal directly to the dean (Step 4, below). The written appeal should include:

1. Student’s name
2. Nature of the occurrence
3. Date of the occurrence
4. Name of the course instructor(s) involved
5. Summary of the student’s meeting with the course instructor, including date, time, and outcomes
6. Student’s rationale for the appeal

Simultaneously, with the submission of the appeal, the student is responsible for scheduling a meeting with the department chair or program director to discuss the appeal. This meeting should occur as soon as feasible.

Step 3: Meet with the Department Chair or Program Director – In preparation for meeting with the student, responsibilities of the department chair or program director include:

1. Investigating the facts and examining the evidence
2. Meeting with the course instructor(s) and student to clarify areas of dispute
3. Mediating a mutually-acceptable resolution, if possible
4. Documenting, in writing, actions taken to seek resolution

The department chair or program director will notify the student and course instructor in writing via UAMS email of their decision within 2 business days following the final meeting with concerned parties.

Step 4: Appeal to the Dean¹ – If a mutually acceptable resolution is not achieved, or if the student wishes to appeal the decision of the department chair or program director, the student may submit a written request to the dean to review the merits of the student’s appeal. The request must be submitted within 2 business days of the department chair’s or program director’s notification. The dean will review the student’s appeal and the information and may solicit other information deemed appropriate for resolving the matter. The dean will inform the student and the department chair or program director in writing of the dean’s decision within 2 business days following the final meeting with concerned parties. The decision of the dean will be final and may not be appealed.

Note: Timeframes in the appeal procedures are recommended intervals and may

be modified as a result of weekends, holidays, vacation periods, and other circumstances.

Program Dismissal due to Failure to Meet Minimum Academic Requirements

The procedures below are followed by the College of Health Professions for students who are appealing dismissal from a program. Students are subject to program dismissal if they fail to meet minimum academic requirements after an academic remediation plan was provided to the student.

Note: During the appeal process until a final decision is made by the dean, the student should continue participating in all program activities.

Step 1: Initial Decision and Notification –

The department chair or program director will notify the student in writing via UAMS email of the rationale for dismissal and inform the student about the CHP appeal procedures. The notification to the student will also be sent to the Associate Dean for Academic Affairs (ADAA). If the student does not initiate an appeal to the Dean, the dismissal becomes effective 2 business days after receipt of the department chair's or program director's notification. The student should complete the clearance process for the university unless they decide to appeal the decision. Completion of the clearance process is an indication that the student waives their right to appeal.

Step 2: Appeal to the Dean¹ – The student may appeal the dismissal by submitting a written request via UAMS email to the dean within 2 business days of receipt of the department chair's or program director's notification. The written appeal should include:

1. Date
2. Student's name
3. Specific reasons that the penalty assessed is deemed inappropriate, e.g., extenuating circumstances affecting the student's performance, misapplication of department policy or procedure, etc.
4. Any documentation relative to the points of the appeal

The dean will forward the appeal documents to the ADAA for review.

Note: Documentation provided by the student or faculty after submission of the initial appeal is subject to review by the hearing officer (see Procedures for a Hearing below). The hearing officer may disallow such documentation at the appeal hearing if they deem the documentation to be unrelated to the initial points of the appeal letter.

Step 3: Preliminary Review of the Appeal - Within 2 business days of receipt of the student's appeal, the ADAA will submit a written recommendation to the dean

on the suitability of the appeal for review by the Appeal and Grievance Committee. The recommendation should provide specific reasons the appeal is either suitable or not suitable for review by the Committee. The dean will make the final determination to convene the Appeal and Grievance Committee.

Procedures for a Hearing before the Appeal and Grievance Committee

Students in the College of Health Professions may be afforded the opportunity to appeal penalties assessed for both academic and disciplinary reasons to the Appeal and Grievance Committee. The Appeal and Grievance Committee is appointed annually by the Dean and consists of at least one faculty representative from each department.

When the Dean determines that the student's appeal is suitable for review by the Appeal and Grievance Committee, the Dean will convene the College of Health Professions Appeal and Grievance Committee and appoint a hearing officer and hearing panel of at least 3 members of the committee to hear the student's appeal. The hearing officer and members of the hearing panel may not be faculty members in the student's program.

Hearing Officer and Hearing Panel - The hearing officer is the spokesperson for the hearing panel and is responsible for:

- Informing the student, hearing panel, dean, and other interested parties of the date and location of the appeal hearing at least 5 business days before the hearing. The student may request that the appeal hearing be scheduled with less than 5 business days' notice.
- Reviewing, in advance of the appeal hearing, any documentation submitted by the student relevant to the appeal. The hearing officer may request written documentation from other parties as deemed appropriate.
- Conducting the hearing in a fair, unbiased manner.
- Recording the testimony at the hearing in audio or video format in accord with university policy. The hearing panel's deliberation following testimony is not recorded.
- Providing the dean with a written summary of the student's appeal, the hearing, and the hearing panel's recommendations.
- Providing the dean with a file of all evidence accumulated in the appeal process and all materials related to the appeal following the final disposition of the appeal.

The hearing panel is responsible for:

- Providing a fair, unbiased hearing of the student's appeal.
- Maintaining confidentiality of all documentation and deliberations related to the appeal and hearing.
- Making recommendations to the dean about the appeal and the penalty assessed by the faculty. The hearing panel may recommend that the dean support, reject, or modify the penalty.

Appeal Hearing Participants – The appeal hearing provides for an objective hearing of all facts related to the appeal and should include at a minimum the student and a spokesperson for the faculty. The hearing will be “closed” and confidential. Only individuals personally involved in the hearing will be permitted to attend and participate, including hearing panel members, the student, faculty representative, witnesses, and counsel, if desired. A representative of the dean’s office or UAMS legal counsel may be available to provide advice on procedural and policy matters.

Witnesses – If called, witnesses will give only their testimony; witnesses may not be present in the hearing before or after their testimony is given. If the student and/or the faculty representative wish to call witnesses, they must inform the Hearing Officer of the names of the witnesses and a brief written summary of their relevant testimony at least 3 business days before the hearing. The hearing officer must inform each party of the witnesses that the other party plans to call at least 2 days before the hearing.

Procedures during the Hearing

- The hearing officer will review the purposes of the hearing and procedures to be followed, and clarify the data-gathering and decision-making functions of the hearing panel. The hearing officer will orally read the student’s appeal submitted to the dean. Only the concerns of the student presented in the written appeal will be discussed during the hearing.
- The student will present the issues and rationale for the appeal. The hearing panel may question the student. The student and faculty representative may question each other, at the discretion of the hearing officer.
- The hearing officer will call witnesses as desired by the student and the faculty representative, and the hearing panel may question the witnesses. The student and the faculty representative may question the witnesses at the discretion of the hearing officer. At all times, it is the prerogative of the hearing officer to monitor and control the extent and degree of questioning and terminate it as her/his judgment dictates.
- Counsel of choice, if requested by the student, may be present to advise and support the student. The student must inform the hearing officer of the name of the counsel of choice, if one is desired, at least 3 business days before the hearing. The hearing is not intended to be adversarial in the sense of a court trial and, therefore, witnesses will not be “cross examined” as in a legal context. Counsel of choice may only confer with the student and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- If the student’s counsel of choice is an attorney, university counsel must also attend. The university’s counsel will observe the proceedings and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- When all testimony has been provided, all individuals except the hearing officer and hearing panel will leave the hearing room. The hearing panel will

discuss the matters and may request additional information as deemed appropriate and necessary. Although it is desirable to conclude appeals expeditiously, the hearing panel may use as much time as necessary and reasonable to assess thoroughly and evaluate the appeal and related facts. If the hearing panel's decision is delayed more than 5 days after the hearing, the hearing officer will notify the dean, student, and faculty of the delay. Following careful review of all information, the hearing panel will make a recommendation to the dean about the student's appeal.

- The hearing officer will notify the dean of the hearing panel's recommendation(s) within 5 business days of its final meeting on the appeal.
- The dean may concur with, modify, or reject the hearing panel's recommendations. The dean will notify the student, department chair, hearing officer, and hearing panel in writing of their decision within 3 business days.
- The decision of the dean is final and may not be appealed.

¹ "Dean" may refer to the dean or another person designated by the dean, e.g., the associate dean.

APPROVAL

This policy was approved by the College of Health Professions Executive Committee on February 18, 2015. Revised August 13, 2020.

College of Health Professions Policy and Procedure Guide

Policy: Non-Cognitive Performance Standards

Number: 02.00.02

Approval Date: Not Available

Revision Dates: July 7, 2016; Revised June 2020; Approved by the EC on June 25, 2020

Section: Student Affairs

Area:

Subject: Student Non-Cognitive Performance Standards

POLICY

Non-cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Failure to comply with the requirements of any of the following standards or other policies in the College of Health Professions Catalog may result in a conference with the department chairman, dean, or designee, to discuss the difficulty. Should the problems warrant immediate action, the department chairman, dean, or designee, may recommend the student be placed on probation or dismissed from the College. The following is a description of the scholastic, non-cognitive performance responsibilities of a student enrolled in the College of Health Professions:

Attentiveness: The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics and stays until the end of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: The student has a positive, open attitude towards peers, faculty, and others during the course of studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity: The student functions as a responsible, ethical, law-abiding adult.

Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health care team, giving and accepting freely in the interchange of information.

Inquisitiveness: The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has performance in his/her chosen health professions program as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority: The student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance: The student's personal hygiene and dress reflect the standards expected of a professional health care provider.

Communication: The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality: The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient. The student follows all directives of the UAMS Social Media Policy.

Professional Role: The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional healthcare provider.

Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Civility: The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability. The student follows all directives of the UAMS Social Media Policy.

Moral Standards: The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Ethics: The student conducts self in compliance with one's professional code of ethics.

APPROVAL

Information about the original approval of this policy is not available.

College of Health Professions Policy and Procedure Guide

Policy: CHP Substance Abuse Policy

Number: 02.00.03

Approval Date: Not Available

Revision Dates:

Section: Student Affairs

Area:

Subject: Student Substance Abuse

POLICY

If a faculty member or the director of Student Wellness Program (SWP) suspects a student of impairment due to substance abuse, the student will be required to submit to an immediate drug screen and will be referred to SWP services for evaluation. SWP will forward a report with treatment recommendations and the results of the drug screen to the Associate Dean for Academic Affairs to be placed in the student's permanent record. The student must comply with the treatment plan recommended by SWP to continue in his/her respective program. A student who is identified under the CHP Substance Abuse Policy is subject to periodic random drug screening as long as he/she is a student at the University of Arkansas for Medical Sciences. Any subsequent drug screening that is reported as "positive" will result in the immediate dismissal of the student. The refusal of the student to submit to the drug screen or SWP evaluation and/or recommended treatment plan will result in immediate dismissal of the student.

APPROVAL

Information about the original approval of this policy is not available.

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Policy: Student Conduct and Discipline¹

Number: 02.15.01

Approval Date: July 23, 2015

Revision Dates: February 22, 2018

Section: Student Affairs

Area:

Subject: Conduct and Discipline

POLICY

BACKGROUND AND RATIONALE

Students are expected and required to obey federal, state, and local laws; to comply with University of Arkansas policies and regulations, university and college rules and regulations, with directives issued by university administrative officials, and to observe standards of conduct appropriate for an academic institution. Students who do not adhere to these requirements may be subject to disciplinary actions and commensurate penalties.

PROCEDURE

1. Conduct Subject to Disciplinary Actions

Students who engage in the following conduct may be subject to disciplinary actions, whether the conduct takes place on or off campus or whether civil or criminal penalties are also imposed for the conduct:

- **Violation of laws, regulations, policies, and directives** – Violation of federal, state, and federal laws, including laws and policies on HIPAA (Health Information Portability and Accountability Act); violation of University of Arkansas policies and regulations; non-compliance with university or college rules and regulations; non-compliance with directives issued by administrative officials acting in the course of their authorized duties
- **Scholastic dishonesty** – Cheating, plagiarism, collusion, submission for credit any work or materials that are attributable in whole or part to another person, taking an examination or submitting work or materials for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts (see Definition of Scholastic Dishonesty in the college catalog)

- **Drugs and alcohol** – Illegal use, possession and/or sale of a drug or narcotic on campus or at education or clinical facilities affiliated with the university; use of alcohol in violation of university policy
- **Health or safety** – Conduct that endangers the health or safety of any person on campus, in any building or facility owned or controlled by the university, or any education or clinical facility affiliated with the university
- **Disruptions** – Acting singly or in concert with others to obstruct, disrupt, or interfere with any activities related to the university’s responsibilities in teaching, education, healthcare, research, administration, service, or other activities authorized to be held or conducted on property owned by the university or affiliated with the university
- **Inciting lawless action** – Engaging in speech, either orally or in writing, which is directed to inciting or producing imminent lawless action and is likely to incite or produce such action
- **Unauthorized use of property** – Engaging in unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by the university or affiliated with the university
- **Hazing** – Hazing is prohibited by Arkansas Act 75 of 1983.
- **Altering of official documents** – Altering official records; submitting false information; omitting requested information required for or related to application for admission or the award of a degree; falsifying clinical records
- **Vandalism** – Defacing, mutilating, destroying, or taking unauthorized possession of any property, equipment, supplies, or facilities owned or controlled by the university or clinical facilities affiliated with the university
- **Prohibited conduct** – Engaging in prohibited conduct that occurs while participating in off-campus activities sponsored by the university, including field trips, internships, rotations, or clinical assignments
- **Use of explosives** – Unauthorized use or possession of any type of explosive, firearm, imitation firearms, ammunition, hazardous substance, or weapon as defined by federal or state law while on campus or in facilities owned or controlled by the university or clinical facilities affiliated with the university

2. Disciplinary Process

When student conduct occurs that may be subject to disciplinary action, the faculty member will immediately notify the department chair/program director. After consultation with the chair/program director, the student of the suspected violation should be notified through a face-to-face or telephone conversation. In some instances, the faculty member may take immediate action appropriate to the circumstances. For example, when a student is observed to be cheating on an examination, the faculty member may stop the examination process for the student and retrieve the examination. Or when a student engages in disruptive behavior, the faculty member may instruct the student to leave the instructional space so that order can be restored.

The faculty member will also complete and submit to the Dean a Student Conduct and Discipline Report, signed by the department chair or program director within 2 days¹ after observing or discovering the conduct. A copy of the report will be sent to the student, as well. The report will summarize the conduct deemed to violate conduct and discipline standards (detailed in Section 1 of this policy) along with pertinent details, e.g., time, place, other observers, etc. The Dean will

forward the report to the Associate Dean for Academic Affairs (ADAA) who will investigate the disciplinary complaints or charges.

3. Interim Disciplinary Action

Pending a hearing or other disposition of the complaints or charges against the student, the ADAA may take immediate interim disciplinary action deemed appropriate for the circumstances when such action is in the best interest of the university, patients and their families, other students, etc. Interim actions may include suspension and bar from the campus when it reasonably appears to the ADAA that the continuing presence of the student poses a potential danger to persons or property or a potential threat for disrupting any activity authorized by the institution.

4. Investigation and Administrative Disposition by the Associate Dean for Academic Affairs

Within 2 days of receiving the Student Conduct and Discipline Report, the ADAA will schedule a meeting with the student for the purpose of investigating or discussing the complaints or charges. The request to meet will be emailed using the student's UAMS email account. The student's negligence in reading the email will not be good cause for the failure to respond to the meeting request.

If the student fails to appear for the meeting without good cause, as determined by the ADAA, (1) the ADAA may bar or cancel the student's enrollment or otherwise alter the student's status until the student complies with the summons, or (2) determine the facts and assess penalties, or (3) request that the Dean appoint a Conduct and Discipline Panel that will conduct a hearing to determine the facts and assess penalties.

4.1 Administrative Disposition by the Associate Dean for Academic Affairs

In any case where the accused student does not dispute the facts upon which the charges are based and agrees to the penalties the ADAA assesses, the student may execute a written waiver of the hearing procedures. The administrative disposition will be final and there will be no subsequent proceedings regarding the charges.

In any case where the accused student disputes the facts upon which the charges are based or the penalties imposed by the ADAA, the student may appeal either or both to a Conduct and Discipline Panel.

5. Investigation and Hearing Process

The charges will be heard and determined by a fair and impartial Conduct and Discipline Panel (CDP) appointed by the Dean. The CDP will consist of at least 3 faculty members

¹ For purposes of this policy, "days" refers to school days and excludes weekends and official university holidays.

outside of the student's department. The CDP may include faculty members outside the College of Health Professions. One member of the panel will be appointed as Chair of the CDP.

5.1 Notice of Hearing

Except in those cases where immediate interim disciplinary action has been taken, the student will be given at least 3 days written notice of the date, time, and place for the hearing and the CDP Chair's name and contact information. The notice will include a statement of the charges and a summary statement of the evidence supporting the charges. The notice will be emailed using the student's university email account. The date for a hearing may be postponed by the CDP Chair for good cause or by agreement of the student and the Dean.

5.2 Impartiality of the Conduct and Discipline Panel Chair

The student may challenge the impartiality of the CDP Chair. The challenge must be in writing, state the reasons for the challenge, and be submitted to the CDP Chair through the Office of the Dean at least 2 days before the scheduled hearing. The CDP Chair will be the sole judge of whether he or she can serve with fairness and objectivity. In the event that the CDP Chair disqualifies himself or herself, a substitute will be appointed by the Dean.

5.3 Duties of the Conduct and Discipline Panel and Chair

The CDP Chair is responsible for conducting the hearing in an orderly manner and controlling the conduct of the witnesses and participants in the hearing. The CDP Chair will rule on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of university legal counsel.

Members of the CDP are responsible for carefully and fairly considering all evidence and testimony in light of the charges, questioning witnesses, and determining whether the student is responsible for the disciplinary violations as charged.

If the CDP determines that the student is responsible for the disciplinary violations, the CDP will recommend a penalty or penalties specified in Section 6 below. While unanimity among members of the hearing panel is desirable, a majority that includes the CDP Chair may determine the student's responsibility and penalties.

5.4 Procedures during the Conduct and Discipline Hearing

Conduct and Discipline Hearing Participants – The conduct and discipline hearing provides for an objective hearing of all facts related to the charges and should include at a minimum the student and the ADAA in addition to the Conduct and Discipline Panel. The hearing is "closed" and confidential. Only individuals personally involved in the hearing are permitted to attend and

participate, including CDP members, the student, ADAA, witnesses, and counsel, if desired. UAMS legal counsel may be available to provide advice on procedural and policy matters.

Witnesses – If called, witnesses will give only their testimony; witnesses may not be present in the hearing before or after their testimony is given. If the student and/or ADAA wish to call witnesses, they must inform the CDP Chair of the names of the witnesses and provide a brief written summary of their relevant testimony at least 3 business days before the hearing. The CDP Chair must inform each party of the witnesses that the other party plans to call at least 2 days before the hearing.

Procedures during the Hearing

- The CDP Chair will review the purposes of the hearing and procedures to be followed, and clarify the data-gathering and decision-making functions of the CDP. The CDP Chair will orally read the charges and summary of evidence submitted to the dean. Only the charges submitted to the Dean are discussed during the hearing.
- The student and the ADAA will present facts related to the charges. The CDP may question the student and ADAA. The student and ADAA may question each other, at the discretion of the CDP Chair.
- The CDP Chair calls witnesses as desired by the student and the ADAA, and the CDP may question the witnesses. The student and ADAA may question the witnesses at the discretion of the CDP Chair. At all times, it is the prerogative of the CDP Chair to monitor and control the extent and degree of questioning and terminate it as her/his judgment dictates.
- Counsel of choice, if requested by the student, may be present to advise and support the student. The student must inform the CDP Chair of the name of the counsel of choice, if one is desired, at least 3 business days before the hearing. The hearing is not intended to be adversarial in the sense of a court trial and, therefore, witnesses will not be “cross examined” as in a legal context. Counsel of choice may only confer with the student and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- If the student’s counsel of choice is an attorney, university counsel must also attend. The university’s counsel will observe the proceedings and will not be allowed to question witnesses or otherwise engage in discussion with the hearing officer, hearing panel, or other participants in the hearing.
- When all testimony has been provided, all individuals except the CDP leave the hearing room. The CDP discusses the matters and may request additional information as deemed appropriate and necessary. Although it is desirable to conclude conduct and discipline investigations expeditiously, the CDP may use as much time as necessary and reasonable to assess thoroughly and evaluate the charges and related facts. If the CDP’s recommendation is delayed more than 3

days after the hearing, the CDP Chair will notify the dean, student, and ADAA of the delay.

- Following careful review of all information, the CDP will (1) determine the student's responsibility for the conduct and disciplinary violations and (2) recommend penalties deemed appropriate by the CDP.
- The CDP Chair notifies the dean in writing of the hearing panel's recommendations within 3 business days of its final meeting. The notification should include at a minimum: (a) summary of charges brought against the student; (b) summary of the proceedings, e.g., participants, sources of information, number of meetings, etc.; (c) summary of facts related to the charges; (c) penalties recommended; and (d) rationale for the penalties.
- The Dean may concur with, modify, or reject the hearing panel's recommendations. The Dean will notify the student, ADAA, and the student's department/program of the decision. The Dean's decision is final and may not be appealed

6. Penalties

The following penalties may be assessed by the ADAA, as indicated in Section 4.1, or by the CDP after a hearing in accordance with the procedures specified in Section 5.4.

- Probation
- Withholding of grades, official transcript, and/or degree
- Bar against reinstatement or readmission
- Restitution or reimbursement for damage to or misappropriation of university property
- Suspension of rights and privileges, including participation in student, clinical, or extracurricular activities
- Failing grade for an examination or assignment or for a course and/or cancellation of all or any portion of prior course credit
- Denial of degree
- Suspension from the institution for a specified period of time
- Expulsion, i.e., permanent separation from the university
- Revocation of degree and withdrawal of diploma
- Other penalty as deemed appropriate under the circumstances

7. Disciplinary Record

The College of Health Professions maintains a written disciplinary record for every student charged with a violation of conduct and discipline standards. A disciplinary record reflects the nature of the charge, the disposition of the charge, the penalties assessed, and any other pertinent information. The disciplinary record is treated as confidential, and is not accessible to or used by anyone other than the Dean or university officials with legitimate educational interests, except under written authorization of the student

or in accordance with applicable state or federal laws or court order or subpoena. The record is maintained for at least 5 years unless university or other regulations require a different retention period.

APPROVAL

This policy was approved by the College of Health Professions Executive Committee

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Policy of the University of Arkansas for Medical Sciences Division of Academic Affairs

Subject: Student Needle stick/Sharps Injuries and Blood/Fluid Exposure

Number: 1.300

Date Approved (Council of Deans): November 7, 2012

Last Review/Revision: October 15, 2014

Purpose: This document outlines the policy and procedures to follow when a student experiences a needle stick/sharp injury, blood/body fluid exposure when fulfilling requirements of a University of Arkansas for Medical Sciences education program. Regardless of where an incident occurs, students should be evaluated IMMEDIATELY. If indicated, chemoprophylaxis must be started within 2 hours to be effective.

Scope: All students enrolled in University of Arkansas for Medical Sciences education programs.

Policy: All students who experience a blood/body fluid exposure while carrying out clinical/experiential requirements of their education program should be evaluated for the need for chemoprophylaxis and monitoring regardless of the type of exposure or risk status of the source patient. Procedures for students who suffer parenteral (e.g. needle stick or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, or who have a cutaneous exposure involving blood or prolonged contact with blood—especially when exposed skin is chapped, abraded, or afflicted with dermatitis -- are described according to the practice site location where the incident occurs.

- For incidents that occur at the UAMS Medical Center, the applicable policy can be found at <http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR401.pdf>.
- For incidents that occur at **OFF-CAMPUS** locations, the site-specific procedures for handling a needlestick or blood/body fluid exposure as established by that site/facility are in effect and may vary slightly from UAMS procedures. However, general requirements for notification, evaluation, and documentation are outlined.

The central points for UAMS students who experience a parenteral, mucous membrane, or cutaneous exposure to a blood/body fluid, regardless of practice site location, are:

1. Report the incident IMMEDIATELY to their clinical supervisor or instructor and appropriate College administrator.
2. Call Student and Employee Health Service (SEHS), 686-6565 or page 501-405-6734, as soon as possible regardless of where the incident occurs. However, in all cases, evaluation of the incident must occur IMMEDIATELY, and is not to be delayed pending discussion with SEHS.
3. The amount of risk incurred as a result of the exposure must be evaluated and prophylactic treatment must be started within 2 hours to be effective; therefore, students should seek evaluation and treatment IMMEDIATELY.
4. Complete the UAMS Incident and Injury (I&I) Report form available at <http://www.uams.edu/adminguide/PDFs/empinjury.pdf>.

A training module for Bloodborne Pathogens is available for completion through the UAMS Occupational Health and Safety website at <http://www.uams.edu/safety/Forms/Training.aspx>. Students are strongly encouraged to complete this module for their general education regarding bloodborne pathogen safety.

Post exposure Prophylaxis with Antiretroviral Agents: Under certain circumstances, it is recommended that individuals exposed to HIV through injury, etc., be offered combinations of anti-HIV medications for four weeks while surveillance laboratory monitoring is taking place. This process will be coordinated through Student/Employee Health (SEHS), so it is important that any such exposure be reported to SEHS as quickly as possible.

Billing: Students who have a blood/body fluid exposure shall be evaluated by SEHS or the Emergency Department (ED) and are required to complete an I&I Report form. All UAMS students are required to maintain a health insurance policy, which will be billed for services related to evaluation, treatment and monitoring. Deductible and co-pay costs not covered by the student's health insurance policy will be the responsibility of the student's primary college. Insured students will bear no out-of-pocket expenses.

In cases where a person is both a student and an employee, the role the person was fulfilling at the time of the incident will determine billing, so that if the person was carrying out student requirements, rules governing billing of care related to students will be in effect. If the person was carrying out employment related duties, the UAMS Medical Center employee policy will be applied.

Reporting

Incidents Occurring at UAMS Medical Center

For incidents that occur at the UAMS Medical Center, students will follow all procedures detailed in the UAMS policy located at <http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR401.pdf> These include:

1. Report the incident IMMEDIATELY to their clinical supervisor or instructor and the appropriate College administrator.
2. Call IMMEDIATELY to Student and Employee Health Service (SEHS), 686-6565 or page 501-405-6734, if it is during regular business hours. For after-hours incidents, students are to report to the UAMS ED - 686-6236.
3. The amount of risk incurred as a result of the exposure must be evaluated and prophylactic treatment must be started within 2 hours to be effective.
4. Complete the UAMS Incident and Injury (I&I) Report form
<http://www.uams.edu/adminguide/PDFs/empinjury.pdf>
5. All students who have a blood/ body fluid exposure are to be evaluated either by the SEHS or the ED regardless of the type of exposure or risk status of the source patient.
6. Information about the source patient shall be documented on the Incident and Injury (I&I) report form by the nursing supervisor or his/her designee from whom the source patient is receiving care. The I&I form shall accompany or be forwarded to the student to SEHS or the ED at the time of the initial evaluation.
7. It is the responsibility of the clinical supervisor or instructor to make sure that all information relevant to the incident has been completed on the I&I form and the student has called either SEHS or the UAMS ED, for triage.
8. It is the responsibility of the Nursing Supervisor or designee to record all information regarding the source patient on the I&I report form, notify either SEHS or the ED with the risk factors for HIV, and ensure that orders are written for lab work on the source patient's chart.

Reporting: Incidents Occurring at Off-campus Locations

When students participate in experiential training in a variety of practice locations, the procedures for handling a needle stick or mucosal splash injury as established by that site/facility are in effect and may vary slightly from UAMS procedures. However, general guidelines include:

1. Students should familiarize themselves with local procedures for needle sticks, splash and other injuries. Some sites may require site-specific training prior to the student entering the facility. However, if this information is not covered, students should educate themselves regarding local procedures.
2. In general, regardless of the practice site, if a student receives a needle stick or other sharp injury or has a body fluid exposure, the student should seek treatment IMMEDIATELY. If a specific site has not been identified through training/orientation materials, the student should go to the nearest Emergency Room for evaluation and possible treatment. Students must also IMMEDIATELY inform their clinical supervisor (i.e., resident and/or attending, preceptor, etc.) of the exposure, and make sure that an incident report, or reasonable facsimile, from the site/facility where the incident occurred is completed.
3. The student should make sure that Student and Employee Health (SEHS) and his/her College is informed of off-campus incidents since ongoing monitoring may be required.

References

UAMS Medical Center Policy, Number: HR.4.01, Needlestick/Sharps Injuries and Blood/Body Fluid Exposure, <http://intranet.uams.edu/uh/Policy/Policy-PDF/Human%20Resources/HR401.pdf>

UAMS Administrative Guide, University of Arkansas for Medical Sciences Employee/Student Injury and Incident Report, <http://www.uams.edu/adminguide/PDFs/empinjury.pdf>

SPHS website: <http://www.uams.edu/qme/needlest.htm> Last modified: 04/13/12

UAMS Medical Center, Billing Statement

AARC Statement of Ethics and Professional Conduct

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent and which are within their scope of accepted and responsible practice.
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for the responsible performance of duty as authorized by the patient and/or family, or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest, and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

IPE Milestone Record:

- Exposure _____ / _____
Date Event

University of Arkansas for Medical Sciences
College of Health Professions
Department of Respiratory Care
A.S. – B.S. Degree Advancement Program

PROGRAM POLICY AND PROCEDURE ACKNOWLEDGMENT

By my signature below, I acknowledge that I have received a copy of the Respiratory Care Program Handbook, which includes the Program Policies and Procedures.

I have read the document and I agree to abide by the content within.

Printed Name

Student Signature

Date

(This signed and dated form will be placed in a permanent file)

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