

**Human**

**Health**

**Sciences**

**Student Handbook**



**Human**

**Health**

**Sciences**

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**SECTION I**

College of Health Sciences

***WELCOME***

**A. CHS Mission**

The mission of the University of Kentucky College of Health Sciences is to help the people of the Commonwealth of Kentucky and beyond to gain and retain the highest level of health through creative leadership and productivity in (healthcare-related) education, research, and service. As part of its Strategic Plan, the CHS addressed its mission by proposing Objectives to: 1) “increase the number of quality undergraduate students to address the critical need for health professionals” and 2) “ensure that graduates are prepared to succeed in professional and community settings.” To meet its mission and consistent with these objectives, the CHS proposed the Human Health Sciences baccalaureate program and enrolled its first student cohort in 2012. The program has grown each year and has added new healthcare track options.

**B. HHS Program Description**

Human Health Sciences (HHS) is a unique undergraduate interprofessional healthcare degree program offered by the University of Kentucky, College of Health Sciences. Graduates from the HHS program will leave with a comprehensive knowledge of health practices and a sound background in the basic sciences for a successful career in healthcare. The curriculum has been designed to challenge and prepare you for sound academic, research and applied skills. **The information in this handbook is intended to serve as a guide for your matriculation through our program.** Students should familiarize themselves with the information provided herein.

**C. Program Contact Information**

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**SECTION II**

Human Health Sciences

Information and Policies

1. **Program Overview**

The Human Health Sciences (HHS) baccalaureate program prepares undergraduate students for future healthcare careers in a dynamic, interprofessional healthcare environment. The HHS program is intended to fill a niche for students who aspire to careers in healthcare. It prepares graduates to enter advance degree programs in athletic training, audiology, dentistry, medicine, occupational therapy, optometry, pharmacy, physician assistants, and physical therapy as well and health advocacy. Graduates of this program will have a strong foundation in the basic sciences and develop competencies in healthcare skills and knowledge, thereby maximizing professional career opportunities. This program is intended to offer a unique pathway embracing interdisciplinary education with a broad exposure to healthcare practices, policies and management for those seeking careers in healthcare and the health professions.

The program seeks to instill in students an appreciation for all healthcare disciplines, independent of their own professional career aspirations and a willingness to assume responsible roles as healthcare advocates. Matriculation through the program will ensure a sound foundation in the basic sciences and provide healthcare skills and knowledge for future professional education that seeks to expand and fully develop these competencies. By having students working in teams and mentored by faculty and staff, the program will provide an educational experience for the students that will nurture and maximize academic performance and ensure personal fulfillment.

1. **Student Expectations**
   1. Academic

The University and the College of Health Sciences have high academic standards for students. The expectations of the University of Kentucky set the foundation for your academic expectations. The College of Health Sciences has built upon these expectations, as healthcare providers, and thus students are held to a higher standard. To remain in good standing within a healthcare focused curriculum, it is imperative that students address academic issues early to maximize opportunities for success.

* 1. Co-curricular Programming

Each semester student professional development seminars will be offered. Co-curricular programming has been developed to compliment your classroom learning and to prepare you for your future career path. This is an essential part of your personal and professional development. **Students must attend or view the program orientations their first year in the program and are encouraged to attend two additional sessions each semester. Student attendance or viewing of orientation is mandatory.** Students should submit an approved university excuse one week in advance of orientation to Dr. Jami Warren at jami.warren@uky.edu, unless sick and then must submit a formal excuse following university regulations. Information regarding excused absences can be found here. (http://www.uky.edu/Ombud/ForStudents\_ExcusedAbsences.php.)

* 1. Service

Service is seen as an essential part of being/becoming a healthcare provider. The CHS and the program believe service is critical to student development as a mechanism of creating deeper learning about self and others. Further, professional and graduate programs see service as a demonstration of commitment to something bigger than oneself. Thus, each student in the human health sciences program is required to obtain 10 hours of service per semester. The following information provides some examples of ways to engage in service through the university and program.

* + - <http://getinvolved.uky.edu/>

Many opportunities to engage in service activities are shared through this website. You are encouraged to register to updated information regarding new service activity opportunities.

* + - <http://ukhealthcare.uky.edu/volunteer/>

UK Healthcare offers many volunteer opportunities that are relevant to your healthcare interests and in helping people and communities.

* + - <http://www.bhlexvolunteers.com/>

Baptist Health also offers volunteer healthcare service activities.

* + - The HHS Student Council is also developing specific service projects that you should become involved with; check for updates through the HHS Canvas page.

Activity logs can be submitted through the assignments tab in Canvas.

1. **Professional and Behavioral Standards**

Academic performance is only one indicator of success for HHS students. Students are expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, and research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior, conduct, competence, or interpersonal skills may result in a warning from the HHS Standards and Progression Committee, probation, or dismissal from the program.

In addition to the standards laid out below, students will also be held accountable to the following:

1. University of Kentucky Code of Student Conduct: <http://www.uky.edu/studentconduct/code-student-conduct>
2. University of Kentucky Behavioral Standards in Patient Care: <https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/BehavioralStandardsPatientCare.pdf>
3. University of Kentucky HealthCare HIPAA Policies: <http://ukhealthcare.uky.edu/Patients/HIPAA/>
4. University of Kentucky Health Care College Student Professional Behavior Code: <https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/HCCcode.pdf>

Personal Responsibility and Accountability

1. Personal responsibility and accountability are cornerstones of professionalism. No professional ever earns the respect or trust of patients or colleagues without first demonstrating the high degree of personal responsibility and self-sacrifice that are defining features of a profession that puts the wellbeing of others as its highest priority.
   * Students are personally responsible for their behavior at all times and in all settings (on and off campus), including social media.
   * Students shall hold themselves and each other accountable for their behavior and shall never enable or turn a blind eye allowing another student to violate the Human Health Sciences program’s professionalism standards. They are encouraged to disclose any violations of which they are aware to the program. The Human Health Sciences program will make every attempt to keep such disclosure confidential.
   * Students shall assume personal responsibility for their own academic and clinical success and shall actively pursue excellence in all phases of their program.
   * Students shall assume responsibility for the quality of care provided to their patients and shall never be party to the delivery of care that does not meet accepted standards.
   * Students shall assume responsibility for the quality and condition of their working environment by being meticulous about the upkeep and cleanliness of facilities and equipment.
   * Students shall accept responsibility for maintaining the legacy of excellence of the Human Health Sciences program. They shall continue to actively further that legacy through hard work and commitment.
2. Sound Judgment

As healthcare providers, students’ ability to make sound judgments while under pressure is absolutely vital to their success and to their professional competence. Words and deeds at any time and in any setting that cause the soundness of that judgment to be questioned weaken students’ credibility and therefore their competence. Students shall recognize that their judgment in their personal life and during times outside of class or supervised practice impacts their fitness for the program and for supervised practice placements.

1. Communication

Students must be able to relate effectively and sensitively with other students, professors, preceptors, patients, and any other individuals they may encounter. Communication includes not only speaking and listening, but also non-verbal, reading, and writing. Students must learn to recognize and respond promptly to emotional communications such as sadness, worry, agitation, and lack of comprehension of communication.

* Verbal and Non-Verbal

Students should work diligently to use professional language and vocabulary in their Human Health Sciences related communications both online and on campus and be aware of how their body language and appearance impacts their communications.

* + Word choices should be appropriate to the audience and setting (e.g. jargon to professionals, lay language to patients).
  + Vulgar and inappropriate language has no place in professional communications.
  + Body language should be professional, respectful, attentive and appropriate to the situation at hand.
  + Attire should be professional in appearance when out on a rotation or practicum experience. Denim, exercise wear, low cut shirts (e.g., tank tops), shorts, sweatshirts, t-shirts, hats, and short hemlines are not acceptable.
* Email

Email and Canvas are primary means of communication between the Health Sciences program and its students. All students were issued a secure University of Kentucky email account and invited to take part in the HHS Canvas shell upon enrollment. The Human Health Sciences program and the College of Health Sciences reasonably assume that email from this account is from the student who owns the account and is not a forgery or phishing attempt. Therefore, this account is the ONLY email address that the Human Health Sciences program and the Collecge will use for communications with students. Additionally, this is the only email account students should use when communicating with outside agencies about a shadowing, practicum, or experiential opportunity connected to a course.

* Students should check their email in this account daily (even during breaks and the summer) and make sure that their e-mailbox is not full.
* Failure to check your email or to keep your e-mailbox cleaned out is never an acceptable excuse for missing official communications.
* Students shall use appropriate professional email etiquette in all email
* Communications of a professional nature:
  + Include a salutation / greeting at the top that is professionally appropriate. Do not use the first name of faculty or preceptors unless they have asked you to call them by their first name.
  + Avoid slang, poor grammar, or the use of text messaging jargon (e.g. “y r u txting me?”)
  + Include a signature that identifies the sender as a University of Kentucky Human Health Science Student and includes a return email address.
* Social Media

Social media usage is an extension of your professional and personal life. Students need to think cautiously about the posts they make, as it can both positively and negatively affect the way that the public perceives them. Students are responsible for reviewing the College of Health Sciences Technical and Behavioral Standards, which includes a social media policy.

1. **Preceptor Relationship**

Preceptors are considered members of the teaching team, as part of the legal contractual agreement, for courses that incorporate co-curricular engagement outside of the formal classroom. Thus, course instructors and preceptors communicate regularly regarding student attendance and behavior connected to course requirements.

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

Students in HHS Program and at the University of Kentucky are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University’s policy on Students Rights and Responsibilities see the following website: <http://www.uky.edu/StudentAffairs/Code/index.html>. Violations of the university’s rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures. Not knowing the policies is not an excuse so make sure you read clearly understand what constitutes plagiarism and cheating. If you are unsure, please ask one of your faculty members.. A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site or can be accessed at <http://www.uky.edu/ombud/plagiarism-what-it>

Students found guilty of an academic infraction may be placed on probation and can lead to suspension from the HHS program.

1. **Technical Standards**

The purpose of the Human Health Sciences program at the University of Kentucky is to build a comprehensive knowledge of health practices and a sound background in the basic sciences for a successful career in healthcare. Students must demonstrate competence in those intellectual, physical, and social tasks that converge to represent the fundamentals of clinical care. The program provides a broad preparation of students to practice in a number of health professions, and expects students to be competent in diverse areas, regardless of future plans for specialization. In order to meet this objective, the curriculum includes a broad spectrum of classes in the basic and social sciences, as well as experiential rotations in diverse environments. Each student must pass all courses and rotations with a C or better in order to graduate.

The College of Health Sciences Technical and Behavioral Standards specify those attributes that the program faculty believe are essential functions that students must demonstrate based on the requirements of the healthcare professions. Thus, these standards constitute prerequisites for entrance into, continuation in, and graduation from the University of Kentucky Human Health Sciences program. A student must possess aptitude, abilities, and skills in five areas: Observation, Communication, Sensory and Motor Coordination or Function, Intellectual-Conceptual Integrative and Quantitative Abilities, Behavioral Attributes, and Diversity and Inclusivity. The College of Health Sciences Technical and Behavioral Standards can be found on the College website.

1. **Clinical Requirements**

Increasing numbers of our affiliates are requesting full background checks and drug screenings for employees and students who are present in their facilities. Thus, the University of Kentucky and the College of Health Sciences believes it is important to screen students prior to entry into any of our professional health care programs. The UK University Health Service also mandates certain immunization requirements. This is necessary due to the close proximity and opportunities that students in our programs have within numerous health care facilities. CHS has partnered with Castle Branch to provide background checks, drug screening and medical management for our students. The three component package costs $95 and is good for the life of your program.

Please visit the below links for more information:

1. <https://www.uky.edu/chs/current-students/compliance-background-checks-and-drug-screens>
2. [https://www.uky.edu/chs/sites/chs.uky.edu/files/HHS%20Compliance%20presentation\_3.pdf](https://www.uky.edu/chs/sites/chs.uky.edu/files/HHS%20Compliance%20presentation_3.pdf%20)

**NOTE: This process will require an additional cost. The background check and drug screening are a condition of your admission and must be completed prior to the beginning of classes.**

**Immunizations**

University Health Service (UHS) welcomes University of Kentucky Health Science College students to our clinic.  These compliance requirements have been established to protect health care providers, as well as their patients during clinical encounters.  These

requirements reflect CDC guidelines and UK HealthCare policies.  If you have a medical contraindication to one or more of the vaccine requirements, please provide UHS with documentation from your primary care provider. Deadlines for completion of compliance are set by the individual colleges. The following immunizations are required for all students involved in clinical activities: Influenza (annual), Tuberculosis 2-step Skin Test (initial and one step annual renewal), Hep B, MMR, Varicella, and Tdap

Immunization records must be verified by University Health Services (UHS) and then submitted into CastleBranch document manager. UHS is located on the second floor of the University Health Service building at 830 S. Limestone Street, Lexington, KY 40536.

If you have a medical contraindication to one or more of the vaccine requirements, please provide UHS with documentation from your primary care provider. If you do not meet the immunization requirements you will be required to remove yourself from all HHS courses.

**4. Background Check and Drug Screen**

The College of Health Sciences requires Criminal Background Checks and Drug Screen Testing for all students entering our College. This is to ensure a safe environment for both students and the public. The College of Health Sciences has worked with CastleBranch to establish acceptable screening procedures.  You must have completed your background check and drug screen before the first day of class of the fall semester (junior year). Otherwise you will not be permitted to attend any HHS courses until completed.

**5. HIPPA**

The federal government has begun implementation of the Health Insurance Portability and Accountability Act. This law has many purposes and provisions. Those that affect all health care providers most directly relate to ensuring the privacy and security of protected health information. Federal law requires that all health care employees and health professions students receive training about HIPPA. Training is MANDATORY. More information regarding this training will be presented by CHS Student Affairsoffice.  Training must be completed and documentation submitted to the HHS Program within two weeks of the beginning of the fall semester of your junior year.

1. **Progression and Procedures**
   1. Student Advising

A critical component of the HHS program is high-touch student advising. Professional Academic Advisors and faculty work in concert to provide academic and career advising and mentorship over the course of the program. Students are required to meet with their Academic Advisor at least two times a semester. This allows advisors and students to stay in close communication regarding student support needed and academic progress.

* 1. Academic Advancement

A particularly important feature of the HHS degree program is ongoing monitoring of student performance. Systematic review of each student’s progress ensures sensitivity to possible changes in career goals and interests. At the same time, it guarantees timely intervention for those students experiencing difficulty in prerequisite science courses or with grade point averages that could jeopardize admission into a graduate or professional program. Students can reach out to the program Standards and Progression Committee by contacting Natalie Rapchak if they feel they are concerned about their academic performance. During those meetings, students may be counseled about academic support available to them, provided with a realistic appraisal of the likelihood for admission to their graduate or professional program of choice, and informed about a variety of alternative career paths within and outside of healthcare, including careers available for those with a BS in the HHS and other options. The purpose is to identify the best match between the students’ interests, and skills, and their chosen educational and career path. The Standards and Progression Committee also reserves the right to call students in for consultation, if the committee has concerns about the student’s potential for advancement.

* 1. Academic Concern

To remain in good standing within a healthcare focused curriculum, it is imperative that students address academic issues early to maximize opportunities for success. To this end, the HHS program has established certain criteria that will necessitate the need for academic intervention.

* Students who receive a semester grade of C or lower in any required courses will raise academic concern and will require further advising assistance. In addition, students may be called to appear before the Standards and Progression Committee to formulate a remediation plan.
* A semester GPA of less than 3.0 or a course grade of D or E/F will result in academic probation in the program.
* Any form of Early Alert is reported toward the student.
  1. Academic Probation
* A semester GPA of less than 3.0 and/or a course grade of D or E/F will result in academic probation in the program.
* Students on program probation, working with their HHS advisor, will work out a plan which may include some or all of the following:
  1. Attend at least 4 hours of supervised study time per week
  2. Schedule a monthly advising appointment with their academic advisor
  3. Submit academic progress reports to their academic advisor at each advising session.
  4. Additional requirements will be determined on an individual basis.
* Students can be on probation no more than two times, while enrolled in the program.
  1. The student cannot be on probation for two consecutive semesters without appealing to the Standards and Progression Committee, as this constitutes eligibility for release from the program.
* To regain good standing in the HHS program, students should achieve a 3.0 term GPA (with no D’s or E’s) in the probation semester in which they are enrolled in 12 or more credit hours.
* A student who repeats a course that placed them on probation will be removed from probation upon successful completion of the course and filing a repeat option.
  1. Release From the Program

Students will be released/suspended from the program if they are on probation for two consecutive semesters OR are placed on probation more than two times. Students will be advised about additional degree paths to consider, including relevant degree options and be advised to seek career counseling.

* 1. Academic Appeals

Students who do not meet the minimum cumulative 3.0 GPA requirements at the end of each academic semester may be released from the program with or without an option to return. Students have the right to appeal to remain in the program. The Academic Appeals Council meets twice annually to review academic success. A student can file an appeal to remain in the program no more than two times. Appeals documents can be obtained from the program director of undergraduate studies or from the Office of Student Affairs. The appeals committee is made up of program directors from each undergraduate program.

* 1. Graduation

Students who are not in good standing may not graduate with a BS in HHS. Good academic standing is a cumulative GPA at or above a 3.0, a term GPA at or above 3.0, including the term immediately preceding scheduled graduation, and no grades below a C in any academic course.

1. **Curriculum Overview**

Please see the following web link for HHS curriculum and pre-requisites for each track:

<https://www.uky.edu/chs/human-health-sciences/our-program/curriculum>