Department of Healthcare Leadership & Management

MSHI Student Handbook

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DIVISION INFORMATION

MSHI Mission Statement

MSHI Mission Statement

The Master of Science in Health Informatics (MSHI) Program within the Department of Healthcare Leadership and Management strives to improve the healthcare delivery system by educating current and future health care leaders in an interprofessional environment, engaging in excellence in scholarly activities, and providing benefits to the university, the region, and the professional community. The MSHI Program serves the citizens of South Carolina and beyond in meeting healthcare informatics needs by preparing students for careers in healthcare informatics positions in health services organizations.

The MSHI Program develops working health care professionals by providing the needed knowledge and skills for advancement in the health care industry. Classes are offered in a format conducive for the working student, including using weekend offerings and distance education technologies.

MSHI Vision and Value Statements

The Department of Healthcare Leadership and Management is striving to achieve national distinction in education, scholarship, and service by offering a MSHI program. To accomplish this goal, the division is committed to:

- Providing an environment in which freedom of inquiry and debate is valued and protected
- Creating an open, collaborative environment that encourages team work and promotes professional development
- Offering a strong MSHI educational program with high academic standards that accommodate the needs of traditional and non-traditional students
- Treating students with respect and dignity
- Achieving diversity of students and faculty
- Maintaining strong alumni and employer relations
- Maintaining effective mechanisms for curriculum review and development
- Ensuring that students are equipped with the competencies they need to be successful
- Using technology to provide innovative forums and enhancement of the educational environment
- Providing students experiential, integrative and interprofessional learning opportunities in a variety of appropriate settings
- Collaborating with other institutions to provide health care education
- Contributing to the improvement of health care educational services through engagement in scholarship
- Informing policy-makers at local, state, and national levels
- Maintaining financial stability
- Improving the delivery of healthcare services through the provision of consulting and community services

ACADEMIC POLICIES

Philosophy

The Department of Healthcare Leadership and Management is committed to maintaining high academic standards. The following policies are intended to provide clear guidance for both faculty and students when a student is performing below current academic expectations and when a student requests a withdrawal from a course.

A student is considered to be in "good" academic standing when he/she maintains a 3.0 grade point average for each semester of enrollment and he/she maintains a 3.0 cumulative grade point average during the course of study.

It is important for all MSHI students to recognize that they are responsible for their academic performance and that they must arrange their study habits and personal affairs in such a way as to maximize it. The faculty recognizes that there may be extenuating circumstances that will impact a student's academic performance. However, these circumstances do not eliminate the student's responsibility. We encourage any student with personal circumstances that could impact academic performance to seek counsel from the program director. Hopefully, this consultation will occur early enough to allow the student and director to work together to form a plan of action to protect the student's academic standing. If the circumstances are such that a student is unable to focus on his or her studies and academic requirements, she or he should consider a leave of absence or withdrawal from the program.

Application Requirements and Admission Criteria

Applicants for the MSHI program must complete the GRE or GMAT exam prior to application review unless they have been approved for a waiver of the exam. Waivers are granted when students can demonstrate that they have achieved high academic performance in their undergraduate work. Applicants must complete the online application forms; submit all transcripts; complete an essay describing the applicant's professional goals, reason for seeking admission to the MSHI program, and summary of professional accomplishments; and three references from former professors or people who know the student's work output and ethic. MSHI students should have at least one year working in a healthcare or information technology role.

In general, applicants must have completed a Bachelor's degree with an overall grade point average (GPA) of 3.0 (on a 4-point scale) or better, achieved a score of 300 or better on the verbal and quantitative portions of the GRE exam (500 on the GMAT exam), unless they have received approval for it to be waived, and obtained satisfactory references attesting to their ability to be successful in the program.

PROBATION AND DISMISSAL FOR FAILURE TO MEET ACADEMIC STANDARDS

Standards for Automatic Dismissal for Failure to Meet Academic Requirements

An MSHI student will be dismissed from his/her program of study if he/she meets the conditions for placement on academic probation <u>two</u> times while enrolled as a student in the MSHI program.

Academic Probation

An MSHI student will be placed on academic probation for any one of the following three reasons:

1. Earning a failing grade (under 2.0) in any academic course during the semester,
2. Earning a grade point average below a 3.0 for the semester, or
3. Failure to earn cumulative grade point average of 3.0.

Placement on academic probation is an indication that the student's performance in the previous semester was not acceptable. All students' academic records will be evaluated at the end of each semester to determine whether or not they meet any of the conditions to be placed on academic probation for the next semester. It is the student's responsibility to be cognizant of his or her academic status at the end of each semester. A student will be asked to withdraw or will be dismissed from his/her program of study if he/she meets the conditions to be placed on academic probation two times while an MSHI student. Students will be asked to withdraw or will be dismissed regardless of whether the two semesters in question run consecutively or not. This policy applies to both full-time and part-time students.

Any student who is dismissed from his/her program due to academic difficulties may write a letter of appeal within seven calendar days to the Dean (Dr. Lisa Saladin) in the College of Health Professions. During the appeal process, a student is considered to be maintaining academic activity and interacting with faculty, even if not physically present in a classroom.

WITHDRAWAL FROM A COURSE

MUSC Enrollment Services records the following grades on a student's transcript to indicate a withdrawal from a course.

WD: indicates the student withdrew from course after the drop/add period but before the end of the first third of the course. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.

WP: indicates the student withdrew from a course, for reasons beyond his/her control, after the first third of the course was completed. The student was performing at a satisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic

impact on the grade point average, but the student's progress may be affected.

WF: indicates the student withdrew from a course after the first third of the course was completed. The student was performing at an unsatisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.

WR: indicates the student withdrew after the drop/add period from all courses at the University with permission to take a leave of absence. This requires the prior approval of the dean and may result in dismissal if the terms of the leave of absence are not met.

The Department of Healthcare Leadership and Management will award these withdrawal grades according the following criteria.

If the student requests a withdrawal from a course:
- o **before the published MUSC drop/add period deadline**, no grade is required from the instructor. The course will not be recorded in the student's permanent record.

- o **after the published MUSC drop/add deadline, but before one third of the course is completed**, the instructor will record a grade of WD on the drop/add form.

- o **after the first third of the course is completed, but before two thirds of the course is completed**, the instructor will record a grade WP or WF on the drop/add form. Students must have at least a 2.0 average in the course to receive the WP grade. WR is recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.

- o **after two thirds of the course is completed, the student will not be permitted to withdraw from a course.** WR may be recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.

It is the student's responsibility to acquire, complete and file a Request for Add and/or Drop form when he/she wants to request permission to withdrawal from a course. These forms are available from the DHLM Student Services Coordinator. *No withdrawal, other than one prior to the drop/add date, is automatic*. A withdrawal from a course requires the permission of the instructor and the approval of the dean. Failure to submit properly completed and approved forms could result in a 0.0 grade.

DEGREE REQUIREMENTS

Academic Performance

The student must complete all course requirements and earn a cumulative GPA of 3.0 or higher in order to graduate and be awarded the MSHI degree. If a student withdraws from a course or earns a failing grade in a course (2.0 or below), the student must retake the same course at MUSC in order to graduate.

ATTENDANCE

Students in general are expected to attend all class sessions scheduled by the instructors. Class sessions include in-class meetings, on-campus sessions, online chats, and other arranged sessions. Failure to attend classes may adversely affect course grades at the discretion of the instructor.

EXEMPTION AND COURSE TRANSFER CREDIT

Exemption of MSHI courses may be granted by transfer of credit for courses attended at other institutions. The student must make exemption requests in writing to the program director by midterm preceding the academic semester in which the course is offered. For new students, the division may approve exemptions after review of the student's previous graduate level work. The basis of the request should be specific, i.e., course name, number, credit, date and institution, course description or syllabus. University policy states that course credit can only be given during a semester when that particular course was offered and the student was registered for at least one hour of course credit. It is recognized that academic institutions vary in the designation of graduate level course work. Generally, the transferred course should be equal or greater in credit hours and academic level. A minimum grade of B (3.0) is required for transfer credit. Content area faculty and the program director must approve any requests for transfer of course credit.

The MSHI program will allow a maximum of nine (9) hours in course credit from other accredited institutions to be evaluated for transfer into the Medical University. The MUSC transcript will show only total units credited in transfer without mention of grades or institution of origin.

STUDENT PETITION

Leave of Absence

Any student in good academic standing may elect to take a leave of absence for no longer than one year, provided that the program director is notified in writing. Such a student shall be automatically entitled to register for the semester immediately following the leave of absence. The student must complete and file the necessary paperwork with the Office of Enrollment Management.

Withdrawal from the Program

A petition for withdrawal shall contain the following:

(1)   The reasons the student wishes to withdraw. If the withdrawal is sought because of medical reasons, the student should be prepared to present documentation of the medical problem upon request of the program director.

(2)   A statement of when the student would like to return to the program if the student intends to do so.

(3)   Completion of the University's Withdrawal form.

The acquisition of approval from the Division for withdrawal is considered when the student's departure is in good standing and would weigh substantially in re-admission consideration.

Re-admission after Withdrawal from the Program

A petition for re-admission after withdrawal shall contain an explanation by the student of how the circumstances that led to the student's withdrawal have changed.

Petitions for re-admission after withdrawal shall be granted if the program director finds that the circumstances leading to withdrawal have been alleviated so that the student's education can continue.

HONOR CODE

All new students will receive a copy of MUSC's Honor Code at the time of orientation and entry into the program. Students at MUSC are expected to achieve and display high standards of character. The health care professions require men and women of impeccable character who can live private and professional lives that exemplify high standards of moral conduct. The Honor Code helps ensure an atmosphere in which the individual can adequately develop professional skills and moral standards. All students are expected to abide by MUSC's Honor Code. A breach of the Honor Code is a serious offense.

All performances and materials submitted for grading are to be those of the student submitting them or must be properly credited otherwise. In the event that a faculty member or a student has good reason to suspect that another student has engaged in unethical behavior or has breached the Honor Code, that individual is expected to follow the Honor Code and make a formal charge so that the Honor Council can begin to do its work. Please see description of Honor Code at the following website: https://education.musc.edu/students/enrollment/bulletin/honor-code.

STUDENT GRIEVANCES

For the purpose of handling all student complaints and grievances of an academic nature, including course grades, the following procedures have been established by the faculty of the Department of Healthcare Leadership and Management.

Any student having a complaint shall in the first instance attempt to resolve this complaint by discussing it with the faculty member or other parties against whom the complaint lies. If the complaint is not resolved to the student's satisfaction by these means, the student shall, within thirty days of the occurrence of events leading to the complaint, present the complaint in writing to the program director. Such complaint shall include a description of the attempted resolution with the faculty member or members in question. The program director shall investigate the allegations made in the complaint, take whatever actions s/he deemed appropriate, and notify the parties of that action.

If the actions taken by the program director do not resolve the complaint to the satisfaction of all

parties, such dissatisfied party or parties shall, within 15 days of receipt of notification from the program director, file a written grievance with the Associate Dean of Student Affairs of the College.

TEST TAKING POLICY

In an effort to limit distractions and promote a fair, consistent, and optimal environment for student exams, the Department of Healthcare Leadership and Management restricts the following during test taking days:

- Hats
- Ear phones or other music
- Any cell phone use whatsoever. Cell phones must remain out of sight
- Accessing any browsers or files on a computer other than those specifically allowed by the faculty
- Leaving the classroom for any reason, including restroom unless faculty member administering test provides permission.

PROFESSIONAL CONDUCT

MSHI students are expected to adhere to the MUSC Professionalism and Standards of Conduct for Students. A link to the MUSC Standards of Conduct may be found in the CHP Student Policy and Procedures manual. It may be found at
https://musc.policytech.com/docview/?docid=4598&public=true. The MUSC Honor Council handles suspected violations of the MUSC Honor Code.
https://education.musc.edu/students/enrollment/bulletin/honor-code. MSHI student behavior must be consistent with the Code of Ethics of the American College of Healthcare Executives and the Medical University of South Carolina Professionalism and Standards of Conduct for Students listed in the MSHI handbook. Any function where the student is attending with approved time off from class is considered University time.

Professional Expectations:

1. Students may dress comfortably for classes; however, casual wear including, but not limited to, t-shirts, ripped jeans, shorts, flip flops, etc. is not appropriate. Business professional attire is expected when making field visits to health care organizations, guest speakers are addressing class, and making class presentations. If you have questions regarding what constitutes appropriate attire, please see a member of the faculty.
2. An MUSC Student Identification (ID) badge provided at orientation must be available at all times when on University property. Students should wear their ID on shirt/dress collar or at eye level so it is easily seen.
3. MSHI students are expected to adhere to the Technical Standards for Admission and Graduation. See below.
4. MSHI students are expected to attend class on a regular basis and to arrive to class on time. Three or more unexcused absences in any one class will lead to a referral to the Department of Healthcare Leadership & Management's Professionalism Committee who may recommend

the student is placed on professionalism probation per CHP policy. Arriving to class more than five minutes late will typically count as an unexcused absence for each event.

5. Students who fail to demonstrate professionalism in class, at program events, or in internships may be counseled by the faculty advisor or program director. Such counseling may include being placed on professionalism probation with a plan for improvement.

6. Professionalism also means that you will have a stake in and concern for the success of your course projects and other class assignments or teamwork. You should approach these assignments with the same level commitment and seriousness as you would a project from the CEO for whom you will one day work in the not-too-distant future. Certain behaviors are unacceptable in a graduate class and can result in dismissal from the class. Examples of unacceptable behaviors include but are not limited to:
   a. Failing to attend class without informing the professor and having a legitimate reason. Note: Having to work on another professor's class work or prepare for another professor's examination never constitutes a legitimate excuse.
   b. Leaving class during the lecture/discussion sessions. Leaving class should be a rare event.
   c. Leaving class at break without informing the professor. Note: Having to work on another professor's assignments or prepare for another professor's examination never constitutes a legitimate excuse for leaving class.
   d. Failure to turn in assignments on time. Assignments will be due at the stated time. There will be penalties for work submitted after the deadline.
   e. Sending or reading text messages, answering cell phone calls, or surfing the Internet is never acceptable professional behavior in class.
   f. Having private conversations while the professor or classmates are presenting information. This behavior is certainly not acceptable in a business meeting and should not occur during an academic session.

Breaches of the Professionalism Policy may be reported either anonymously (phone call or letter addressed to the division director) or non-anonymously (phone call, letter, email, or in-person meeting with the division director). The division director will be responsible for documenting, tracking, and investigating violations of the professionalism policy. Professionalism violations may be investigated concurrent with other performance issues as well as prior violations of professionalism or performance.

If a violation is reported, the division director will follow this procedure:
1. The student will receive a written notice of the alleged violation and the requirement to meet with the Department of Healthcare Leadership & Management Professionalism Committee;
2. The student will have access to any materials that will be considered in relation to the alleged violation and may have a MSHI advisor present at the Professionalism Committee meeting;
3. The student will have the opportunity to meet with the division director and clarify any questions regarding the alleged violation and the composition of the Department of Healthcare Leadership & Management Professionalism Committee;
4. The student will meet with the Department of Healthcare Leadership & Management Professionalism Committee;
5. The Department of Healthcare Leadership & Management Professionalism Committee will make a recommendation to the Division Director, who will make a decision on the outcome;
6. The student will receive notification of the outcome within 7 business days following the meeting with the Department of Healthcare Leadership & Management Professionalism Committee;

7. Standard of proof will be a preponderance of evidence;
8. Per university policy, the student has the right to appeal to the Dean any decisions of the Division Director.

Technical Standards for Admission and Graduation:
Professional Graduate Programs in Health Informatics (MSHI)

The MUSC Department of Health Care Leadership and Management is responsible for providing education without regard to disability while assuring that academic and technical standards are met. Academic standards are met by successfully completing the curriculum for the Professional Graduate Programs in Health Informatics. Technical standards represent the essential non-academic requirements that a student must demonstrate to participate successfully in the Professional Graduate Programs in Health Informatics.

An applicant, student, and candidate for the Master of Science in Health Informatics (MSHI) degree must have demonstrated aptitude, abilities and skills in the following categories: sensory, motor, intellectual, behavioral, communication, and social. The technical standards for each category identified below are consistent with the expectations of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Individuals interested in learning more about ADA and special accommodations, please click https://education.musc.edu/leadership/diversity/ada .

Sensory

- Ability to communicate verbal in the English language to elicit information from and provide information to faculty and health care professionals.
- Ability to communicate in written English with faculty and health care professionals.
- Ability to comprehend written communications (i.e., read, understand and follow directions in the English language) to fulfill the usual tasks and duties of a health care manager in training.
- Ability to hear with or without assistive devices to elicit information from faculty and health care professionals.
- Ability to listen and send clear and convincing messages.

Motor

- Ability to coordinate gross and fine muscular movements, equilibrium and the functional use of the senses of touch and vision reasonably required to operate a computer keyboard and to read a computer screen or have the appropriate accommodation.
- Ability to maneuver in the health care organization (hospital, physician practice, outpatient clinic).
- Ability to operate an automobile or acquire transportation for on-campus classes, meetings outside of MUSC, or for an internship site.

Intellectual – Conceptual, Integrative, and Quantitative Abilities

- Ability to measure, calculate, reason, analyze, and synthesize to solve problems.
- Ability to use basic tools and methods of the management disciplines (i.e., economics, accounting, finance, organizational behavior, marketing, decision support, operations, technology, et cetera) for the cognitive application of information.

- Ability to integrate didactic and experiential learning to solve problems with critical judgment and analysis.

<u>Behavioral</u>

- Ability to tolerate and function effectively under stress.
- Ability to concentrate in the presence of distracting conditions.
- Ability to concentrate for prolonged periods.
- Ability to relate in a professional manner to faculty, patients, families and other health care professionals.
- Ability to accept criticism and to respond by appropriate modification of behavior.
- Ability to read and regulate emotions as well as to recognize their impact on work performance and relationships, especially in the face of angry or emotionally-charged people.
- Ability to adapt and be flexible when confronted with changing environments, uncertainty, and ambiguity.
- Ability to show compassion, empathy, integrity, concern and interest for others, interpersonal skills, and motivation.
- Ability to display values of honesty and integrity consistently.

<u>Social</u>

- Ability to develop and sustain mature, sensitive, and effective relationships with a web of faculty, colleagues, and other health care professionals.
- Ability to network with other health care professionals and to have the ability to engage in conversation with appropriate nonverbal (i.e., eye contact, cues, posture) and verbal communication.
- Ability to de-escalate disagreements and orchestrate resolutions.

GENERAL INFORMATION

Grading System

All courses, except those dropped during the drop/add period, are recorded on the student's permanent record. When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned.

Merit grades are assigned on a continuous scale ranging from 0.0 to 4.0 (see below).

Percentage of total possible points earned in	Merit grade for the course that is recorded on the transcript
≥ 90%	4.0
89%	3.9
88%	3.8
87%	3.7
86%	3.6
85%	3.5
84%	3.4
83%	3.3
82%	3.2
81%	3.1
80%	3.0
79%	2.9
78%	2.8
77%	2.7
76%	2.6
75%	2.5
74%	2.4
73%	2.3
72%	2.2
71%	2.1
70%	2.0
69%	1.9
68%	1.8
67%	1.7
66%	1.6
65%	1.5
64%	1.4
63%	1.3
62%	1.2
61%	1.1
60%	1.0
<60%	0.0

Incomplete

A grade of incomplete or in progress (IP) may be awarded to allow students to complete coursework one semester beyond the regular grading period as a result of circumstances beyond the student's control. An incomplete is not calculated in the grade point average. If the student fails to remove the incomplete by the agreed due date, it will be converted to a merit grade of 0.0. All incomplete grades must have the prior approval of the instructor. The removal of incomplete

grades is the responsibility of the student and should be directly handled between student and instructor.

Grade Reports

The Office of Enrollment Management posts all official grades on a secured Web site through an interface known as Life at MUSC Student Portal. Students can retrieve their grades by visiting Life at MUSC website at https://lifeprod.musc.edu/student/Pages/default.aspx and logging in using their MUSC Net ID in order to access their grades. Please note that the University does not mail paper copies of grades. Furthermore, no staff member of the Department of Healthcare Leadership and Management will give out information about grades over the phone or in person. Should students require grades prior to receiving them electronically from Enrollment Services, they will need to make arrangements with their course instructor.

Registration and Course Sequencing

Students enrolled in the MSHI program begin in the fall semester and may complete the curriculum on a full or part-time basis. At the time of entry into the program, each student will be given a prescribed program of study based upon his or her enrollment status (full or part-time). The Student Services Coordinator will pre-register MSHI students for courses each semester approximately 4-6 weeks prior to the start of classes using the appropriate prescribed lock-step program of study. Should a student's schedule deviate from the prescribed lock- step curriculum, it is the student's responsibility to notify the program director and the Student Services Coordinator of the change. All pre-registration should be finalized 4 weeks prior to the start of the new semester.

Communication, Internet and E-Mail Requirements

It must be emphasized that in all aspects of a student's program of study, the student is responsible for maintaining ongoing communication with the Program and its course instructors. This includes regularly checking communications media (regular, mail, phone messages, regular e-mail and Moodle course bulletin board postings), and promptly responding to communications from the Program and/or any of its course instructors. If a student is unavailable for and/or inadequately responsive to communications, he/she must understand it may have a significantly adverse impact on her/his course grades and/or standing in the Program.

All students in the MSHI program will frequently need to work through the Internet to complete coursework. Consequently, it is essential that all students have unrestricted access to an Internet service provider. The Division strongly recommends that this Internet service be broad-band and high-speed (cable rather than dial-up service), since high speed service is often essential for utilizing large files, graphics programs, and other interactive resources required for coursework.

All matriculated students will receive an MUSC Net ID at the time of initial registration to the University. The Net ID includes a login and password that is unique to each student and should not be shared with others. The student's Net ID provides access to MUSC's email system, library

resources, Moodle, WebAdvisor, and a host of other student resources. It is important that the student knows and maintains an active Net ID at all times.

Email: MUSC provides every student with an e-mail account free of charge. Students are expected to use MUSC e-mail as the major form of communication for program business, and each student will be responsible for seeking out the necessary training to use e-mail properly. Every student should be able to access e-mail on a regular basis. Students are to check their e-mail account several times per week, if not daily. The student services coordinator, support staff, and faculty in the Department of Healthcare Leadership and Management will frequently use e-mail to communicate with the student body.

To access your MUSC e-mail account via the Internet access, open Internet Explorer or Firefox and enter the following Web address: http://mail.musc.edu/. You will then be prompted to enter your Net ID and password.

Harbor: The University uses a web course tools program known as Harbor. This program is widely used by many universities through the world to deliver courses on-line as well as a supplement to traditional on-campus courses. All students are expected to know how to use Moodle, and to check it regularly (e.g., several times per week). A student guide for Moodle is available on the new student orientation website or please ask for a copy from your Student Services Coordinator.

Tuition and Fees

The tuition and fee rates for the MSHI program are set by the MUSC Board of Trustees, and are subject to change. Current tuition and fees are listed online under the Office of Enrollment Management website. Students who fall behind in their payments will not be permitted to register for additional classes, and grades will be frozen until payments are up to date. Any student missing a course because of his/her failure to make tuition payments will be required to repeat that course.

Health Documentation Policy

Non-clinical web-based students such as MSHI students are not required to submit immunization records. However, MSHI students are required to have health insurance. Students must submit a health insurance waiver request or enroll in student health insurance as instructed by the Student Health Office.

Leave of Absence

Any student who wishes to request a Leave of Absence (LOA) from the program must obtain written permission from their Program Director and the Department Chair. LOAs may not exceed one year and require the approval of the Dean of the College.

Mandatory Training

The Medical University of South Carolina requires students, faculty and staff to participate in annual, mandatory training each year. The lessons can be accessed at the links below. Certificates of completion are issued after the training. Students should print out the certificates and keep them to demonstrate that they have complied with these training requirements. Information about My Quest training can be found at the following website: https://musc.netdimensions.com/musc .

Social Media

Please be aware that protected confidential student and/or patient information may not be shared or posted on social media platforms. All comments, photos, or other information shared should remain appropriate and professional and should in no way infringe upon regulations as stated in FERPA, the Family Educational Rights and Privacy Act. To read more about FERPA, please visit this site: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

International Travel

The Medical University of South Carolina is engaged around the world through education activities, research and service of its faculty, staff, trainees and students. The University supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. In January 2014, the University implemented an international travel policy intended to promote the health, safety and security of all members of the MUSC community while traveling abroad. Colleges or business units may have additional procedures and requirements that support this overall policy.

This International Travel Policy applies to faculty, staff, trainees and students traveling outside of the United States for University-related purposes. This policy sets forth the requirements that faculty, staff, trainees and students must meet before and during university-related travel. *For the full version of the policy, please refer to MUSC International Travel Policy (PDF). Click this link to view MUSC International Travel Policy Memorandum from the Office of the Provost.

Honors and Awards

The Dean's Award

Graduate students who have achieved the highest academic record at the end of the curriculum will be nominated for the Dean's Award.

Honor Students

Each year the Department of Healthcare Leadership and Management identifies first & second honors graduates who possess outstanding individual attributes. DHLM faculty choose the recipients at the end of the program and announce them at the graduation. The following traits are considered:

- Workload During Program
- Additional Coursework

- Leadership Role
- Academic Center Organizations (IPC, presidential scholars, honor council, class president, etc.)
- Professional Organizations
- Professional Awards
- Volunteer Work
- Publications/Presentations

Other University Policies

Students should refer to the *Bulletin of the Medical University of South Carolina* https://www.musc.edu/bulletin,

and The College of Health Professions Policies and Procedures Manual: https://musc.policytech.com/docview/?docid=4598&public=true,

for additional policies not covered in this manual. All of the above policies fall within the limits set by College and University guidelines, and will therefore be correspondingly modified by any changes in those guidelines.

PROFESSIONAL ASSOCIATIONS

Abraham Flexner defined the criteria for consideration as a profession back in the early 20th Century, and since then others have added to his work. According to the criteria, a profession:

- ☐ Draws on a well-defined body of intellectual knowledge.
- ☐ Uses the scientific methods to enlarge that body of knowledge, improving education and service.
- ☐ Educates its practitioners in institutions of higher learning.
- ☐ Functions autonomously in control of professional policy and activity and functions within a code of ethics.
- ☐ Is composed of individuals who consider this occupation as their lifework, contributing to the good of society through service to others.
- ☐ Requires continuous professional development.

Toward the embodiment of these criteria, the Department of Healthcare Leadership & Management encourages students to join and participate in professional activities including membership in one or more professional organizations. Following is a list with information about the major opportunities available:

Alumni Association
The Alumni Association of the Medical University of South Carolina is a general association, the membership of which includes all members in good standing of the six college associations. The Health Professions Alumni Association is the organizational affiliate of the College of Health Professions. Dues paid by alumni association members help support scholarships and activities for current students, subsidize projects that directly benefit CHP members, make alumni eligible to participate in benefits programs, and fund the cost of reunions which is the annual reception of

graduates. The Alumni Association serves as an important link between all graduates and the MSHI, MHA and DHA academic programs. It supports a wide variety of programs and benefits through networking opportunities and continuing education while maintaining a close relationship with the faculty and students of the division.

American Medical Informatics Association (AMIA)

AMIA is the professional home of leading informaticians: clinicians, scientists, researchers, educators, students, and other informatics professionals who rely on data to connect people, information, and technology. AMIA (the American Medical Informatics Association) is the center of action for more than 5,000 health care professionals, informatics researchers, and thought-leaders in biomedicine, health care and science. AMIA is an unbiased, authoritative source within the informatics community and the health care industry. AMIA and its members are transforming healthcare through trusted science, education, and practice in biomedical and health informatics.

College of Healthcare Information Management Executives (CHIME)

The College of Healthcare Information Management Executives (CHIME) is the professional organization for Chief Information Officers and other senior healthcare IT leaders. CHIME enables its members and business partners to collaborate, exchange ideas, develop professionally and advocate the effective use of information management to improve the health and healthcare in the communities they serve.

Healthcare Information and Management Systems Society (HIMSS)

Students interested in health information systems are encouraged to join HIMSS as a student member. HIMSS is a national organization comprised of over 15,000 health information professionals. One of the many benefits of joining HIMSS is the opportunity to participate as a student volunteer at the HIMSS annual meeting. HIMSS also provides opportunities for students to network with colleagues in the field and learn of career opportunities through their job bank. Details regarding how to join the association can be obtained at the HIMSS Website: www.himss.org. Further, students who are HIMSS members will automatically become members of the South Carolina Chapter of HIMSS.