Health Services Administration Student Handbook 2023-2024

The Health Services Administration Student Handbook provides the policies specific to the undergraduate and graduate programs and is used in conjunction with Detroit Mercy Catalog

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HSA Program Address and Directory

Health Services Administration
College of Health Professions
University of Detroit Mercy
4001 W. McNichols

Welcome to University of Detroit Mercy's Health Services Administration (HSA) Program. This *HSA Student Handbook* is intended to be used as a reference for questions regarding policy, procedure related to the HSA/MHSA program. It should be referred to on an ongoing basis as questions arise. In addition to the policies in this handbook, students are expected to adhere to all policies in the Detroit Mercy Student Handbook and the current undergraduate and current Graduate catalogs.

Students in the College of Health Professions at the University of Detroit Mercy are expected to exhibit behaviors that epitomize academic, professional and personal integrity. They are committed to the traditions of the Sisters of Mercy and the Society of Jesus that emphasize values, respect for others, and academic excellence. Adherence to such high standards is necessary to ensure quality in education and clinical care in all College of Health Professions programs. A student's acceptance into a program of the College of Health Professions is conditional upon signing an affirmation of the CHP Honor Code:

Every student will sign a pledge to adhere to and uphold the CHP Honor Code before the start of their first semester. A copy of this signed pledge will be maintained in the students' academic file.

Students in the College of Health Professions are responsible for behaving ethically and

Professional and Ethical Conduct Policy and Procedures

Exclusion: This is the act of singling out a person and leaving him or her out of an online group or site. The group will then harass the person that has been left out of the group.

Outing: When a bully shares a person's personal and private information, including

Professional Disciplinary Sanctions

HSA Undergraduate Academic Standing

In order to remain in good standing and/or to progress, an undergraduate student must: a) fulfill all prerequisite requirements, b) maintain a Cumulative GPA of 2.0 or higher, and c)

In order to remain in good standing and/or to progress in the MHSA Program, graduate

Academic

Internship Policies

All graduate and undergraduate internship students will need to comply with the mandatory vaccine requirements of their individual internship setting and will have to complete a satisfactory criminal background check and drug screen prior to beginning their internship hours.

Undergraduate students considering the internship course need to have achieved senior status before enrolling in the internship course and will need to complete 126 hours for the internship.

Graduate students must have at least 35 MHSA credits (if entered prior to Fall 2021) and 30 MHSA credits (if enrolled fall 2021 and after) completed before enrolling in the internship course and are required to complete 168 internship hours. A satisfactory criminal background check and drug screen will be required prior to placement in the internship setting.

Placing Students in their Current Work Settings

A current HSA student who completes HSA internship activities as a part of their regular daily routines/duties in the same healthcare facility where he/she is already employed is not advancing their experience to the next level. A best practice solution is to permit the student working in a healthcare facility to take his or her field-based practicum at the same facility, but the internship activities cannot be the daily work of that employee, but rather a special project. Additionally, and very importantly, for all internship activities, the student should not report to the same manager who supervises the student's regular daily routines. The goal is for the student to have an experience which is educational in nature and advances his or her knowledge and practice. The internship hours must be calculated and performed separately from his/her work hours. The internship preceptor or the person that signs the internship agreement with the university cannot be a family member or relative of the student involved in that internship experience.

General Appearance

Deviations from accepted professional norms in appearance and behavior are detrimental to maintaining the professional standards that are expected by patients, clients and colleagues. Hair must be neat, and in a conservative, professional style of a natural hair color, with no adornments. Jewelry is limited to a wristwatch, wedding band, and one pair of post earrings. A student may not present for the internship with any other body piercings, tongue rings, or tattoos that are visible (even through clothing) at any time. Nails should be clean and trimmed to no more than 1/4" long without adornment, and only clear or light nail polish is acceptable. Male students should be either cleanly shaven or have neatly trimmed beards.

Client Rights

In concert with the philosophy of the Health Services Administration Program, which speaks to the dignity, worth and work of each individual, students are to protect and respect the rights to privacy, religious beliefs, and personal philosophy of all employees and patients within the internship environment. Confide