Continuing Education Handbook 2017

Rocky Mountain University of Health Professions is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE Ste 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the US Department of Education.

RMUoHP reserves the right to change, without notice, any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, faculty, curricula, and courses. This document is not a contract or an offer of a contract.
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1000 Mission Statements, Vision, and Core Values

1010 Mission Statements
Reference: Rocky Mountain University of Health Professions (RMUoHP) 2014-2018 Comprehensive Strategic Plan

The mission of Rocky Mountain University of Health Professions (RMUoHP) is to educate current and future healthcare professionals for outcomes-oriented, evidence-based practice. The University demonstrates mission fulfillment through the quality of its education and success of its students in academic programs that develop leaders skilled in clinical inquiry and prepared to effect healthcare change.

The mission of the Continuing Education Department is to provide outcomes-oriented, evidence-based practice continuing education to healthcare professionals at a reasonable cost.

1020 Vision Statement
Reference: RMUoHP 2014-2018 Comprehensive Strategic Plan

The vision of RMUoHP is to advance the quality, delivery, and efficacy of healthcare.

1030 Core Values
Reference: RMUoHP 2014-2018 Comprehensive Strategic Plan

- **Clinical Inquiry.** The University advocates clinical inquiry that challenges practice standards, expands evidence-based practice, increases clinical research, develops healthcare change agents, and encourages experiential learning.
- **Student-Centeredness.** The University provides a student-centered environment through relevant and participatory courses and a supportive University community.
- **Integrity.** The University demonstrates integrity in its interactions with all its constituents.
- **Diversity.** The University cultivates diversity through academic freedom, varied educational experiences, and broad recruitment of students and faculty.
- **Leadership.** The University fosters skills essential to leadership roles in healthcare, academia, research, and the community.
- **Sustainability.** The University operates with respect for the natural environment.
- **Viability.** The University generates and manages its resources in a manner that will ensure the long-term success and operation of the institution.
- **Service.** The University promotes service to community, healthcare, and education.
Rocky Mountain University of Health Professions (RMUoHP) is accredited by the Northwest Commission on Colleges and Universities (NWCCU; 8060 165th Avenue NE Suite 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the U. S. Department of Education.

RMUoHP participates in the Board of Certification for The Athletic Trainer (BOC) to offer continuing education for Certified Athletic Trainers (ATs).

The Doctor of Physical Therapy Program at Rocky Mountain University of Health Professions is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

The Provost is the chief academic officer of the University and provides leadership for all academic departments and programs including the Department of Continuing Education. Hani Ghazi-Birry, PhD, MD, OD is the current Provost.

The Director of Continuing Education (DoCE) is responsible for curriculum development, admissions review, coordination of faculty, instructional supervision, assuring academic integrity, advising, and guidance. The DoCE works closely with the specialty liaisons and administrators representing the various healthcare disciplines in developing new programs, revising current programs, determining program topics, content, format and size; identifying qualified faculty; and, developing learning objectives.

The DoCE serves as the contact person for the professional organizations including the BOC, state chapters of American Physical Therapy Association, American Occupational Therapy Association and nursing organizations.

The Director of Continuing Education, Michael Skurja, Jr., PT, DPT, ECS, was selected based upon his 43-year history of experience in developing and directing continuing education courses for the U.S. Navy.
The Institute of Clinical Electrophysiology, and RMUoHP. The DoCE can be reached at mskurja@rmuohp.edu or by calling 619.997.1141.

3030 American Occupational Therapy Association (AOTA) Continuing Education (CE) Administrator/Liaison

Reference: AOTA Approved Provider Program Guidelines

The AOTA CE Administrator/Liaison is the subject matter expert in the field of occupational therapy, and is knowledgeable about the required AOTA standards for continuing education. The liaison works closely with the DoCE in program development; identification of target audience; determining program topics, content, format and size; identifying qualified faculty; developing learning objectives; developing assessment tools; and developing course and faculty evaluations.

The AOTA CE Administrator, Loriann Helgeson, OTD, OTR, was selected based on her clinical and educational expertise. Dr. Helgeson also serves as the co-program director of the post-professional Occupational Therapy program at RMUoHP. Her clinical experience includes geriatric and stroke clients in acute care, in-patient rehabilitation and home health settings. Prior to joining RMUoHP her academic experience included serving as a 1) clinical adjunct instructor and Academic Fieldwork Coordinator at Salt Lake Community College in the Occupational Therapy Assistant program and 2) clinical adjunct faculty at Idaho State University Occupational Therapy program.

3040 Athletic Training Liaison

Reference: Standards for BOC Approved Providers and the BOC Approved Provider Handbook.

The Athletic Training (AT) Continuing Education (CE) Liaison is responsible for assisting the DoCE to ensure that RMUoHP is compliant with the BOC standards and guidelines, and knowledgeable of the domains of athletic training. The AT liaison and the DoCE are responsible for providing continuing education programs to ATs and complying with the Standards for BOC Approved Providers and the BOC Approved Provider Handbook.

The AT CE Liaison is the subject matter expert in the field of athletic training, and is knowledgeable about the required BOC standards for continuing education. The liaison works closely with the DoCE in program development; identification of target audience; determining program topics, content, format and size; identifying qualified faculty; developing learning objectives; developing assessment tools; and developing course and faculty evaluations.

Malissa Martin, EdD, ATC serves as the Athletic Training Liaison at RMUoHP. Dr. Martin is currently the Associate Vice-Provost of Faculty Development and Curriculum Innovations and the Program Director of the DSc Health Science Program at RMUoHP. Dr. Martin was selected as the AT Liaison based on her distinguished career as an educator having served as an athletic trainer for the women’s sports program and program director of the athletic training educational program at the University of South Carolina, followed by a similar role at middle Tennessee State University and the College of Mount St. Joseph in Cincinnati, Ohio. A gifted and passionate educator, Dr. Martin has received several awards for her teaching
excellence including the National Athletic Training Association’s 2011 Most Distinguished Educator. And, in June of 2015 she was inducted into the NATA Hall of Fame. She has authored over 80 articles, books, home study programs and grants.

3050 Nursing Liaison

Reference:

The Nursing Liaison CE Administrator/Liaison is the subject matter expert in the field of nursing, and is knowledgeable about the required national and state nurse standards for continuing education. The liaison works closely with the DoCE in program development; identification of target audience; determining program topics, content, format and size; identifying qualified faculty; developing learning objectives; developing assessment tools; and developing course and faculty evaluations.

Anmy Mayfield, DNP, APRN, FNP-C serves as the nursing liaison. Dr. Mayfield was selected as the liaison based on her 20+ years of professional nursing practice, education, and administrative leadership.

Dr. Mayfield received her undergraduate degrees in nursing, chemistry, and Spanish, and was a Community Engaged Scholar and Research Scholar at the University of Utah. She has been involved in research and studied cardiac defects in zebrafish for several years at the Huntsman Cancer Institute. She has served on different boards and councils including the USNA Board as their Breakthrough to Nursing director and the University Hospital’s Nurse Practice Council. Dr. Mayfield received her graduate degree from the University of Utah, and her doctoral project developed a mobile application to improve self-management of health screening schedules and medical information. She served as the community engaged learning (service learning) program coordinator for the University of Utah College of Nursing.

Her clinical areas have included the transplant and medical/surgical unit, family practice, urgent care, and internal medicine. Dr. Mayfield is a family nurse practitioner at the Maliheh Free Clinic in Salt Lake City, Utah where she provides high-intensity primary care for high-need patients. She has enjoyed participating in several medical mission trips abroad.

3060 Physical Therapy Liaison

Reference: The job description for the DoCE is on file in the Human Resources Department.

The Physical Therapy Liaison is the subject matter expert in the field of physical therapy, and is knowledgeable about the required APTA standards for continuing education. The liaison works closely with the DoCE in program development; identification of target audience; determining program topics, content, format and size; identifying qualified faculty; developing learning objectives; developing assessment tools; and developing course and faculty evaluations.

Michael Skurja, Jr., PT, DPT, ECS, serves as the Physical Therapy Liaison. He was selected based upon his organizational and administrative skills, ability to identify the scope of knowledge and practice skill necessary to achieve the goals of the University, ability to teach and to identify additional faculty to
Continuing Education faculty and instructor members are comprised of full-time, part-time, affiliated, adjunct, and guest lecturers. They are selected based on their knowledge of the subject matter; experience and teaching skills; and ability to meet the educational needs of the course participants. Every effort is made to select faculty who serve as professional role models from various specialty fields, practice settings, and demographic areas of society. Selection criteria includes evidenced-based practice, board certification, clinical expertise and theory related to the healthcare delivery system and clinical practice. A foundation based on the Institutional Learning Goals (Evidence-based Practice, Leadership, and Scholarship) permeates all Continuing Education programming.

Instructors who are full-time or part-time University employees negotiate payment for teaching University sponsored continuing education courses with either the DoCE or the Provost. Affiliated, adjunct and guest lectures typically sign a contract (Appendix A).

Rarely does the University co-sponsor a program with another organization. If this were to occur the University would negotiate with the other party regarding the various components of the program ranging from course content to faculty payments, etc.

The procedure for developing new continuing education courses is outlined in the Rocky Mountain University of Health Professions Policy 1265, New Continuing Education Program/Course Development. Once formally approved a course may be offered in subsequent years if reviewed and approved by the DoCE.
The DoCE and specialty liaison work together to identify the target audience, knowledge to be addressed, format, level of difficulty and instructional medium (text, video, lectures, labs, etc.). On occasion faculty may also be included in the various stages of the program development.

The format of the program is determined based on the content created by the program team (DoCE, specialty liaison and faculty). The format is also dependent on what will best achieve the learning objectives. Typically, programs are either live events or home study programs. Live events may include labs and hands-on or be purely lecture based.

Class size is determined by the format of the program and availability of qualified instructors. Lab and hands-on programs are limited to 1 instructor per 12 participants while lecture-based programs are typically larger and limited only by available the seating as long as the learning objectives can be achieved.

When developing courses and programs for athletic trainers RMUoHP utilizes the BOC 3 education levels: Essential, Advanced and Mastery.

- Essential includes core theory, concepts and application.
- Advanced includes in-depth theory, concepts and applications of information and/or techniques that are presented beyond the essential level.
- Mastery includes the highest level of theory, concepts and applications of knowledge of technique within a specific area.

4030 Educational Strategies

Reference: Policy 1265, New Continuing Education Program/Course Development

Educational Strategies Emphasized in the Continuing Education programs include the following:

1. Didactic education with emphasis on the clinical application of best practices.
3. Presentation of referenced case report manuscripts.
4. Foundation in the analysis and critique of scientific literature.

The DoCE, specialty liaisons and faculty members model the continuous integration of scientific knowledge and current professional practices with evidence-based principles.

Learning objectives and program outcomes are designed to be measurable, evidence-based and follow Bloom’s taxonomy guidelines.

4040 Calculation of Contact Time and Continuing Education Units (CEUs)

Reference: Policy 1265, New Continuing Education Program/Course Development
RMUoHP utilizes guidelines provided by the various national and state boards in order to calculate the appropriate amount of contact hours/CEUs for each program.

Contact hours are a reflection of the actual time dedicated to the educational programming. Meals, breaks and other non-educational time are not counted as contact time. Contact time is rounded to the nearest quarter hour.

Continuing Education Units (CEUs) for physical and occupational therapy programming is calculated by dividing the total contact time by 10 hours.

ACCME and BOC calculation for live programs is one contact hour is equal to 1.0 CEU in which the contact hour is defined as 60 minutes of instructional time.

For home study programs which are text based and non-timed RMUoHP utilizes the Mergener Formula for determining the time allocation and CEUs. The formula is:

\[0.9 \times (-22.3 + (0.00209 \times \text{word count}) + (2.78 \times \text{number of questions}) + (155.5 \times \text{level of difficulty}))\]

The level of difficulty includes:

- 2 = Essential level
- 3 = Advanced level
- 4 = Mastery level

**4050 Course and Program Offerings**

The University offers new programming throughout each year, and annually offers the following continuing education programs:

- **The Annual Electroneuromyographic (ENMG) Symposium** is designed for healthcare providers that perform diagnostic electroneuromyography. The 2-day program consists of lectures by invited clinicians and educators.

- **The Annual Electrophysiologic Clinical Specialization (ECS) Examination Prep Course** is designed primarily to assist licensed physical therapists in preparation for the Electrophysiologic Clinical Specialist (ECS) American Physical Therapy Board Certification Exam. The 3-day course is structured in a didactic format which includes extensive discussion and problem solving regarding pathological conditions and abnormal electrophysiologic findings. This course is also an excellent course for chiropractors, nurses, occupational therapists, physicians, and physician assistants who perform electroneuromyography and want exposure to advanced problem solving scenarios for their electrophysiologic practice.

- **The Annual Intermediate Electroneuromyographic (ENMG) Course** is designed for licensed chiropractors, nurses, occupational therapists, physical therapists, physicians and physician assistants who have completed a basic electroneuromyography training program. The 3-day program consists of both didactic and laboratory exposure to advanced techniques including facial EMG, blink reflex testing, EMG of thoracic muscles, repetitive nerve studies, etc.
• The **Transformational Leadership Course** is currently offered only to healthcare managers employed by Ensign Facility Services, Inc.

• The **Post-Graduate Certificate Learning Design in Higher Education** program is composed of six courses, delivered in a totally online format. The certificate program is designed to provide a foundational basis to those individuals seeking employment or advancement in higher education, community education and clinical education settings.

• The **Pediatric Continuing Education Summer Series** content varies from year-to-year, and has consisted of a 4-day Neonatal Intensive Care Unit course, a 2-day Pediatric Developmental Orthopedics course, and a 2-day Developmental Orthopedics and Splinting Update: Neonate and Young Child course for licensed nurses, occupational therapists and physical therapists.

**4060 Course and Faculty Critiques and Conflict Resolution**

At the end of each course students are asked to complete a course critique (Appendix B). If a student wants to address a specific concern before the end of the course the student is encouraged to contact the instructor. If the student is not comfortable approaching the instructor then either the program director or DoCE may be contacted (mskurja@rmuohp.edu, 619-997-1141, 801-734-6808).

**4070 Marketing**

The marketing personnel in the RMUoHP Enrollment Management Department typically assist with marketing of the continuing education programs. Marketing often is all online with electronic mailers. In some case hard copies of brochures are mailed. Marketing documents should include the following:

**5000 Admission Requirements and Guidelines**

**5010 Registration and Admission**

Registration and admission requirements vary by program and are noted on the RMUoHP website, brochures and applications. Admissions materials and requirements for all RMUoHP continuing education programs may be accessed through the University website at [http://www.rmuohp.edu](http://www.rmuohp.edu) or via the admissions office. All applicants must be either US or Canadian citizens or residents. Application and registration documents should be submitted to continuinged@rmuohp.edu.

**5020 Application Deadlines**

Application deadlines vary by program. Submitted applications must be postmarked by the application deadline. Applications are available from the Student Services/Continuing Education link of the University website. Applications may be emailed or mailed to the address noted on the application form.

**5030 Notice of Admissions Acceptance or Denial**

Completed application materials will be reviewed by the appropriate PD, and notification regarding the admissions decision will be sent to the applicant from the University within ten days.
5040 Equal Access and Opportunity – Nondiscriminatory Policies

Reference: Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA)

The University is committed to providing equal access to education and employment opportunities to all regardless of age, race, religion, color, national and ethnic origin, gender, sexual orientation, disability, and military status. The University is also committed to providing equal access/opportunity in admissions, recruitment, course offerings, and facilities. The administration is committed to implementing federal and state laws and regulations governing equal access/opportunity. It further extends its commitment to fulfilling the provisions of Title IX, Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA). These non-discriminatory policies and practices are an integral part of the mission of the University, and the Diversity and Disabilities Advisory Committee helps ensure that equal access and opportunity policies are followed.

RMUoHP adheres to the principles of Section 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified student with a disability shall solely for reason of his or her disability be excluded from the participation in, be denied benefits of, or be subjected to discrimination in the program. RMUoHP does not exclude qualified persons with disabilities from any course of study, or any other part of the program (refer to skills section for further explanation of what essentials are necessary to function within a given health science discipline).

The RMUoHP campus has wheelchair access to all areas, including the student lounge, conference rooms, classrooms, laboratories, and main lobbies. Restrooms are equipped for individuals with mobility-challenges.

Students requiring special considerations during laboratory exercises will be required to pay for any extra expenses incurred by the University to meet these special needs. For example, if a female student’s religious beliefs require that she perform the laboratory exercise isolated from the male students and male faculty, the student will be responsible for paying the rent on the extra room, the female lab instructor and any other additional costs.

5050 Learning Disabilities/Physical Challenges

Reference: Americans with Disabilities Act of 1990

RMUoHP adheres to the Americans with Disabilities Act of 1990 that provides comprehensive civil rights protection for “qualified individuals with disabilities.” Broadly defined by the Board of Trustees of RMUoHP, a “qualified individual with disability” is one who has a disability that substantially limits a major life activity (e.g., walking, sight, hearing, etc.), has a record of such disability; or is regarded as having such disability.

Accommodations or modifications are based on whether an individual has a disability, if that disability substantially limits the student’s participation in RMUoHP’s continuing education courses, appropriate documentation of a professional evaluator that includes functional limitations, the student’s written request, and the request’s reasonableness and appropriateness. A reasonable and appropriate request
is defined as that which does not provide undue burden on the University and requires no substantial change to key elements the program.

Consistent with the missions of both the RMUoHP and the Department of Continuing Education, the intent of each continuing education program is to educate current healthcare professionals who can address the needs of the wide variety of individuals in healthcare clinical, educational, and research settings. Various cognitive, affective, and psychomotor skills are deemed minimal essential skills necessary to complete programs at RMUoHP.

 Obtaining Program Modification for Students with Disabilities

The process for obtaining program modification for students with disabilities includes the following steps:

• Upon acceptance, a student may choose to disclose his or her disability by submitting a voluntary disclosure of disability or a letter requesting a reasonable accommodation to the Student Services Office.

• Along with the voluntary disclosure of disability letter or a letter requesting a reasonable accommodation, the following documentation and information must be provided: (1) a narrative about the nature of the disability; (2) a statement regarding the specific type of accommodation that is being requested (e.g., extended test-taking time); (3) documentation confirming the diagnosis/disability from an objective professional qualified in the diagnoses of such condition/disability, and (4) an explanation and/or documentation regarding the individual’s present level of functioning in the areas related to the particular accommodation(s) being sought. All documentation submitted must be no older than five years.

• After the student has submitted the letter and official documentation, the Committee on Inclusiveness will determine if the requested accommodation is reasonable by considering the following factors: (1) whether the documentation submitted is adequate to support the requested accommodation; (2) whether the individual preparing the documentation is qualified to make the diagnosis at issue; (3) whether the requested accommodation will result in a fundamental alteration of the course or program that compromises the integrity of the course or program; and (4) whether the requested accommodation causes undue financial or administrative burdens.

• The student will then be informed in writing regarding the decision of the Committee on Inclusiveness. The disability officer of the Committee on Inclusiveness will coordinate all accommodations with the student’s faculty and other employees, as applicable. However, the student receiving accommodations is responsible for external coordination and any fees associated with the accommodation.

• In the event that the Committee on Inclusiveness does not grant the requested accommodation, the student may request a reconsideration of the decision once additional documentation supporting the student’s request for accommodation is submitted.

No accommodation can be provided unless the student voluntarily discloses the disability at the time of admission or following the establishment of a new diagnosis.
5060 Confidentiality

Admissions materials received by the University are kept in strict confidence. Once the application materials are received, these materials are the property of the University and will not be returned to the applicant.

5070 Attendance Policy

Engagement with faculty and other students is a vital component of the University learning experience. Students are expected to attend every class and laboratory experience and participate in all online activities outlined in the syllabus. Attendance records are maintained for a minimum of seven (7) years.

For on-site, face-to-face, and online continuing education courses lasting a few hours to a few days the university is required to demonstrate that students are participating. For on-site courses students are required to sign an attendance sheet. For online courses students are required to log in and out of the session. Webinar session attendance is tracked via video-conference technology and event organizer. The course director and faculty are responsible for ensuring that the attendance records are delivered to the DoCE.

For courses lasting an entire semester the University is required to demonstrate that students are participating in each course in which they are enrolled (whether on-site or via the learning management system). This participation can take the form of attendance at an on-site course, submitting an assignment, exam, and/or forum response, emailing the instructor for the course, viewing a set of PowerPoint slides, etc.; simply logging into a course online and viewing the timeline or announcements does NOT qualify as participation. The Registrar’s office will audit online participation. If a student does not meet the participation requirements outlined above for one or more courses for a period longer than fourteen days, the Registrar’s office will contact him or her with a reminder to participate immediately. If inactivity continues for three additional days, the University will assume the student has discontinued the course(s) and will administratively withdraw him/her from the course(s) as of the seventeenth day of inactivity. The student will remain accountable for any outstanding loans used to fund the program of study.”

5080 Tardiness Policy

Because of the importance of active classroom participation students are expected to be in class promptly at the beginning of each class period. Attendance is taken at that time and students who are not present for roll call are marked absent. Tardiness may result in consequences at the discretion of the faculty member. Students are also expected to be in class through the complete class period.

5090 Missing Part of a Course

Students are given credit only for that portion of the course actually attended. Whereby, if attendance is interrupted then the number of continuing education credits will be adjusted to accommodate for the actual attendance time.
6000 Financial Information

6010 Methods of Payment
Tuition and fee payments may be made online through the secure University website or the student portal using a credit card or direct bank account debit. Payments may also be made over the phone, sent in the mail, or in delivered in person, with a check, credit card, or money order.

6020 Financial Aid
The Financial Aid Office coordinates all financial assistance offered to students at the University.

6030 Title IV Financial Aid Programs and Scholarships
Title IV aid and scholarships are not available for students attending continuing education courses.

6040 VA Funding
For information students need to contact the Financial Aid Office (801-734-6764 or 801-734-6788 between the hours of 8 AM and 5 PM MTN).

6050 Program Cancellation or Postponement
The University reserves the right to cancel or postpone a program 45 days prior to the published start date. All tuition is refunded if a course is cancelled.

6060 Refund Policy if a Student Cancels
1. Cancellation 30 or more days prior to the start date the tuition minus a $50 administration fee will be refunded to the student.
2. Cancellation 29 to 7 days prior to the start date the tuition minus a $100 administration fee will be refunded to the student.
3. Cancellation 6 to 2 days prior to the start date the tuition minus a $150 administration fee will be refunded to the student.
4. Cancellation either the day prior to the start date or any day of the course the tuition minus a $200 administration fee will be refunded to the student.

6070 Honoraria Policy
The University typically negotiates with the instructor regarding the honorarium, depending on the length of the presentation and pre-course development required (Appendix A). If an instructor is required to travel from outside the state of Utah then the University Travel Coordinator books and pays for the air travel, travel between the Salt Lake City Airport and hotel. In addition, the instructor may qualify for a food per diem of $25 per day.
7000 Assessments

7010 Exams and Assignments
All continuing education courses require assessment of learning. Instructors may select informal or formal assessment techniques. Informal techniques include participant discussions, forums and chats while formal techniques include assignments and exams (tests and quizzes).

All exams and assignments required of the student will be identified and explained by the faculty and included in either the course brochure or syllabus. Assignments may be submitted directly to the faculty during class or via WebStudy. Participation in discussion forums, chats, team activities, and presentations may also be required as part of the assessment process.

7020 Grade Reports
Final grades are due within two weeks after the last day of the course. The Course Director will communicate course grades to students via email or written notice. For web-enhanced or web-based courses, course grades are available on the University’s learning management system. Grades will not be given over the phone.

7030 Annual Internal Reviews
The DoCE and specialty liaisons will perform an annual review of all course offerings. During the review process at a minimum the following items should be addressed:

- Achievement of the overall programs goals and objectives.
- Quality of the instructional process and participants’ perception of enhanced professional effectiveness.
- Appropriateness of the evaluation methods and consistency with the scope of the program.

8000 Records

8010 Student Record Life
A student’s financial records, attendance records and grade records (if applicable) are stored for a period of ten years following the course completion.

8020 Student Records

Reference: Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments

RMUoHP complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments. FERPA was designated to protect the privacy of educational records. FERPA affords students certain rights with respect to their educational records. These rights include:
1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. A student should submit to the DoCE, written requests that identify the record(s) he or she wishes to inspect.

2. The right to request an amendment of the student’s education records that the student believes is inaccurate or misleading.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RMUoHP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

9000 Academic Freedom

9010 Academic Freedom

Reference: Policy 1000, Academic Freedom

Academic freedom is a traditional and highly regarded principle of professional education that drives the intellectual community to serve with integrity and responsibility to accomplish the mission of the University. Academic freedom means that students and faculty are entitled to freedom in the classroom and online to introduce, discuss, and pursue their subject matter but should be cautious about introducing material that is controversial and without evidence.

9020 Honor Code

Students are expected to adhere both to their professional code of ethics and to the University’s ideals and values of truth, integrity, and personal authenticity. It is the responsibility of students to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions.

Specifically, a student may be found to have violated the University’s Honor Code if, during or in connection with any academic project, performance, or evaluation, him or her:

- Practices any form of academic deceit.
- Refers to materials or sources or employs devices (e.g. audio records, crib sheets, books, software, web sites, other) not authorized by the faculty member for use during the academic performance assessment process.
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used as an instrument of academic performance evaluation in advance of its administration.
- Acts as a substitute for another person in any academic performance evaluation process.
- Uses a substitute in any academic assessment process.
• Depends on the aid of others to the extent that the work is not representative of the student’s abilities, knowing or having good reason to believe that this aid is not authorized by the faculty member.
• Provides inappropriate aid to another person, knowing or having good reason to believe that the aid is not authorized by the faculty member.
• Engages in plagiarism, as defined above.
• Permits work to be submitted by another person without the faculty member’s authorization.
• Attempts to influence or change any academic evaluation or record for reasons having no relevance to class performance.

9030 Copyright Infringement

Reference: United States Copyright Act and the Federal Digital Millennium Copyright Act.

All copyrighted materials "must be used in conformance with applicable copyright and other laws." Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act.

The copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal. These include and are not limited to music, software, movies and television programs that are in violation of the Federal Digital Millennium Copyright Act (DMCA) and other Federal Copyright laws. Students and faculty are prohibited from using these file-sharing networks on any University, provided network, including the Wi-Fi network.

Infringement of Copyright Laws

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. Penalties depend upon the amount and the willfulness of the infringing activity and can range from civil liability, criminal liability, money damages, including reimbursement of attorneys' fees and costs. In a civil lawsuit, the penalty for copyright infringement can range from $1,000 to $30,000 per copyrighted work infringed. This penalty can be increased to $150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

Investigation of Infringement Complaints

Allegations of copyright infringement by University faculty and students, that violate the DCMA, will be investigated. The infringement will be reported to the DoCE for appropriate action. The University reserves the right to choose how to address or respond to any allegation of copyright infringement received.
9040 Conflict of Interest

A conflict of interest occurs when an instructor’s personal interest influences his or her duties. A conflict of interest can undermine confidence in the sponsor, presenter or profession. A conflict of interest could be defined as any social, professional or economic relationship with individuals or a matter at hand that could affect judgement and result in an outcome. Conflict of interests include, but are not limited to, financial interests and nonofficial relationships that may impact personal benefit.

RMUoHP and the instructors must make every effort to be transparent and disclose any personal interest which either the University or an instructor may have in any business which would be conflict with the program learning objectives.

10000 Campus and Physical Facilities

10010 Location

The University is located at 122 East 1700 South and 561 East 1860 South in Provo, Utah, 84606 approximately 40 miles south of Salt Lake City. The campus is conveniently located near a major freeway, Interstate 15, and is accessible by public transportation.

10020 University Web Access

The University maintains an Internet presence at http://www.rmuohp.edu. Current information about continuing education courses and other helpful resources are provided on the website. The University’s learning management system, WebStudy, is available at http://rmuohp.webstudy.com. The Student Portal is located at https://portal.rmuohp.edu/.

10030 Office hours

Regular office hours are 8AM – 5:30PM Mountain Time, Monday through Friday.

10040 Faculty and Staff Contact Information

Each staff member, administrator, Course Director (CD), Director of Continuing Education (DoCE), AOTA CE Administrator and Specialty Liaisons (SL) can be reached via their email address, which is the first letter of their first name followed by last name @rmuohp.edu (i.e., John Doe would be jdoe@rmuohp.edu). The following general email addresses are also useful:

- Admissions – admissions@rmuohp.edu
- AOTA CE Administrator – lhelgeson@rmuohp.edu
- Athletic Training Liaison – mmartin@rmuohp.edu
- Director of Continuing Education – mskurja@rmuohp.edu
- Finance Office – financeoffice@rmuohp.edu
- Financial Aid – financialaid@rmuohp.edu
- General Inquiries – info@rmuohp.edu and office@rmuohp.edu
- Library Services – library@rmuohp.edu
- Nursing Liaison – amayfield@rmuohp.edu
- Physical Therapy Liaison – mskurja@rmuohp.edu
• Registrar – registrar@rmuohp.edu
• Student Services – studentservices@rmuohp.edu
• Provost – provost@rmuohp.edu
• WebStudy – webstudy@rmuohp.edu (at RMUoHP), or after hours support@webstudy.com (at WebStudy)

10050 Laboratory Spaces
General laboratory spaces with treatment tables that can accommodate up to 40 people are available as needed.

10060 Cafeteria
A cafeteria that serves breakfast and lunch (Monday through Friday from 7:30 AM till 1:00 PM) is located on the campus. During the weekend several fast-food restaurants are within one to two blocks from the campus.

10070 Parking and Parking Permits
Designated parking for automobiles, motorcycles, and bicycles is provided at the University for students, and faculty at no charge; however, a permit for automobile parking is required. Students must park in stalls designated for Building C directly in front of RMUoHP main entrance and along the north side of the building. When arriving at the University a receptionist will provide each student with a parking permit which must be placed on the dashboard or hung from the rearview mirror.

10080 Public Transportation
Information on transportation between the Salt Lake City Airport and the University and local transportation is provided on the University website at the Student Services link. For assistance on travel-related questions, students may also contact Student Services at studentservices@rmuohp.edu or 801.375.5125 between 8 AM and 5 PM MTN.

Additionally, free local transportation may be available from hotels in which faculty and students stay during their on-campus modules.

10090 Lodging
Several hotels are located within easy walking distance from the University and information regarding local hotels is provided on the University website at the Student Services link. For assistance on lodging-related questions, students may also contact Student Services at studentservices@rmuohp.edu or 801.375.5125 between 8 AM and 5 pm MTN.

10100 Identification Cards and Parking Permits
During the first day of class, faculty and students are issued an identification badge with a card reader to access exterior doors. The University requires that students visibly display (on the upper body) their identification badge when on campus.
**10110 Assistance for Disabled Students**

Reference: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990

The University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 by assisting with special access to the University and its premises. Students who need special assistance should contact Student Services (studentservices@rmuohp.edu, 801.375.5125) between the hours of 8 AM and 5 PM MTN to determine and clarify what needs may be accommodated and the process for obtaining such accommodations (see section on Learning Disabilities/Physical Challenges).

**10120 Tobacco and Alcohol**

Tobacco use in any form is not permitted inside or within 25 feet of any University building. Students are expected to follow all smoking laws as dictated by the State of Utah.

Alcoholic beverages are not permitted anywhere on the University campus, including the grounds and parking lots.

**11000 Safety**

**11010 Campus Safety**


The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates that all Title IV institutions prepare, publish and distribute an annual campus safety and crime report that includes all campus grounds and buildings, public property adjacent to campus, and non-campus buildings owned or controlled by the University that is used for educational purposes. This report is published and distributed prior to October 1 of the following calendar year. The data in this report have been obtained in cooperation with the Provo Police Department. Information regarding the official state of Utah sex offender registry can be found at www.corrections.utah.gov. The current Campus Safety and Crime Report is available on the University Website.

**11020 Police and Security Services**

RMUoHP does not employ University police services; however, there is a full-time 24/7 basic security service which includes cameras located in strategic areas and one unarmed security guard. The Provo Police Department is the primary contact for crime and emergency related issues. To report an emergency, students and faculty should dial 911. For non-emergencies the Provo Police Department may be contacted at 801.852.6000.
**11030 Student Safety**

Students are encouraged to adhere to appropriate safety measures by being aware of personal conduct that could impact their safety and wellness. Students should lock their hotel doors, travel in groups whenever possible, secure valuables, and make educated decisions regarding participation in activities.

RMUoHP utilizes the e2Campus 360 system from Omnilert, a cloud-based system designed to send messages (cell and office phones, text, and laptop/desktop) instantly for emergency management and notification. Employees, faculty and students are placed in groups for different scenarios ranging from campus emergencies to campus closures due to weather.

**11040 Medical Emergencies and Services**

Students assume responsibility for their healthcare and the financial responsibility for any required medical, dental, or mental health assistance.

The University is conveniently located by a regional hospital (Utah Valley Regional Medical Center; http://intermountainhealthcare.org/hospitals/uvrmc/Pages/home.aspx) that provides comprehensive services. The University provides a listing of additional medical, dental, and mental health resources on the Student Services link of the University website. While the listings represent a portion of facilities within a reasonable proximity to the University and its students, the listings do not indicate the University’s recommendation for any particular facility or provider. Students are both responsible for selecting quality healthcare providers and, as previously stated, paying all costs associated with his or her healthcare. To ensure insurance coverage, a student should first contact his or her insurance company for a list of covered facilities and receive care at an appropriate facility.

For assistance with non-emergency healthcare-related questions, students may contact Student Services at studentservices@rmuohp.edu or 801.375.5125 between the hours of 8 AM and 5 PM.
GUEST LECTURER AGREEMENT

THIS AGREEMENT is made by and between Dr. John Doe, and ROCKY MOUNTAIN UNIVERSITY of HEALTH PROFESSIONS (hereinafter referred to as the “University”).

Program Site: Rocky Mountain University of Health Professions, 122 E 1700 S, Provo, UT 84606

Course Title: (enter title)

Date of Instruction: (enter date)

WITNESSETH

WHEREAS, Dr. Doe desires to perform educational services for the University under the terms and conditions hereof; and

WHEREAS, the University desires to contract with Dr. Doe under the terms and conditions hereof;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Arrangement. The University hereby contracts with Dr. Doe, and Dr. Doe hereby accepts such arrangement upon the terms and conditions herein set forth. Dr. Doe is not an employee of the University but is an independent contractor.

2. Term. The term of this Agreement shall begin on the date accepted when the Director of Continuing Education, signs the document, and shall continue until terminated on (enter date)

3. Duties. Dr. Doe shall present a lecture on “(title of presentation or course)” in fulfilling his responsibility as a guest lecturer.
4. The University will provide the following in support of Dr. Doe:
   
a. Facilities to include a classroom
   
b. Audio visual equipment
   
c. Copies of all handouts
   
d. Air travel (coach class), shuttle between Salt Lake City Airport and University, and lodging (maximum of 4 nights). Our faculty liaison, Holly Merrill, will coordinate your travel and lodging arrangements.

5. Dr. Doe agrees to the following:
   
a. Grant RMUoHP the right to use your name, voice and presentation content in the delivery of the lecture/course.
   
b. Warrant that your presentation and any material(s) that I submit and use in my lecture/course do not infringe on the rights of others.
   
c. Agree to obtain such permission(s) from the copyright owner(s) should my presentation or the material(s) I use during or in connection with my presentation require permission for use.
   
d. Agree to inform any material co-authors of this presentation and obtain such permissions as needed.
   
e. Understand that execution of this agreement does not obligate RMUoHP to publish my presentation or the materials used therein.
   
f. Provide a current 100-150 word biographical sketch to RMUoHP by (enter date).
   
g. Provide either an abstract or original paper to RMUoHP by (enter date) which will be published in The Proceedings. Abstract Instructions are included as page 4 of this agreement.
   
h. Provide at least 2 but not more than 3 learning objectives or outcomes associated with the presentation to RMUoHP by (enter date).
   
i. Provide at least 1 but not more than 2 references associated with the presentation by (enter date).
   
j. Provide copies of course handouts and any other material that needs to be printed (enter date).
k. Present the lecture identified in this agreement and prepare appropriate level content, based on learning objectives negotiated with the program director

I. Use the University’s faculty liaison, Holly Merrill, for all travel and other accommodations paid by the University.

6. **Entire Agreement.** This Agreement contains the entire understanding of the parties. This Agreement may only be changed or modified if such modification is in writing and signed by both the University and Dr. Doe.

7. **Waiver of Breach.** The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by a party.

8. **Notices.** Any notice required or permitted to be given under this Agreement shall be sufficient, if in writing and sent by mail to either his residence or office in the case of Dr. Doe and to its principal office in the case of the University.

9. **Situs.** This Agreement shall be governed by the laws of the State of Utah.

I, **Dr. John Doe**, agree to accept the invitation to serve as a guest lecturer for Rocky Mountain University of Health Professions for the designated purpose and time, and I accept the agreement as set forth above.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals effective the day and year first above written.

**Signature:** 

________________________________ 

Dr. John Doe 

Guest lecturer 

Social Security Number

Accepted by: 

________________________________ 

Michael Skurja, Jr., PT, DPT, ECS 

Director of Continuing Education 

Date Accepted
Appendix B: Course and Faculty Evaluation Form

**Evaluation Form**

**Title of Education Activity:** Enter Title of course  
**Location:** Provo, Utah  
**Dates:** Enter date(s) of course

**Purpose/Goals:** The purpose of this course is to (enter purpose)

**Course Evaluation:** Please complete this evaluation questionnaire. Your anonymous responses will be used to revise this activity and plan future educational activities. Circle the number that best fits your evaluation of this offering.

1 = Not at all  
2 = Somewhat  
3 = Almost completely  
4 = Completely

<table>
<thead>
<tr>
<th>1. Rate your response to the following questions:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Was your financial investment (tuition, travel, lodging, etc) worth the experience?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. Was the registration process efficient?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. If snacks or meals were served were they acceptable?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. If lodging was recommended was it acceptable?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. Did this activity increase your competence (ability to apply knowledge, skills and judgment in my practice)?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. Will this activity improve your patient outcomes?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>g. Will this activity improve your performance?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Rate the expertise/effectiveness of each presenter:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe, ATC</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Bill Doe, PT, ATC</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Were the following objectives met?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>g. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>h. (list learning objective)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<th>4. Circle yes or no for the following questions:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The presentation met my expectations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. The speaker style was appropriate for the material presented.</td>
<td>Yes</td>
<td>No</td>
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<td></td>
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<td>---</td>
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<tr>
<td><strong>c. Evidence was provided to substantiate material presented.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>d. Personal experience &amp; observation were the primary source of the information provided and not evidence.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>e. The classroom was comfortable.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>f. All my questions were answered adequately.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>g. The speaker(s) was/were responsive to my questions.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>h. The materials (handouts, thumb drives, etc) were helpful.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>i. A commercial product, bias or influence was promoted.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
<tr>
<td><strong>j. A commercial product, bias or influence was the sole purpose of the course.</strong></td>
<td>Yes  No</td>
<td></td>
</tr>
</tbody>
</table>

**Feel free to make any comments in this section.**