



**IUPUC**  
DIVISION OF HEALTH  
SCIENCES

# Essential Abilities, Professionalism Standards, Students and Disabilities, and Language Requirements

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Policy Number: S - 4

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History

**Effective:** *Fall 1999*

**Last Updated:** *9/8/2022*

**Responsible University Office:**

*Division of Health Sciences at IUPUC*

**Responsible University Administrator**

*Division Head*

**Policy Contact:**

*Senior Administrative Assistant, 812-348-7250*

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## Scope

Division of Health Sciences at Indiana University-Purdue University Columbus students.

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## Policy Statement

### Essential abilities:

The Division of Health Sciences faculty has specified essential abilities (technical standards) critical to the success of students in the Division of Health Sciences program. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations.

1. Essential judgment skills to include: ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving

patient conditions and coming to appropriate conclusions and/or prioritized course of actions.

2. Essential physical/neurological functions to include: ability to use the senses of sight, hearing, touch, and smell to assess accurately and make correct judgments regarding patient conditions and meet physical expectations to safely and competently perform interventions required in the practice of healthcare. Must be able to lift 50 pounds without assistance. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations. Excellent visual and auditory acuity is required. The Division of Health Sciences physical exam form must be completed prior to admissions to ensure essential physical/neurological functions.
3. Essential communication skills to include: ability to communicate effectively with fellow students, faculty, patients, families, and all members of the health care team. Verbal, non-verbal, electronic, and written skills will consistently demonstrate effective, professional communication. Minimum communication standards also include confidentiality related to healthcare organizations, fellow students, faculty, patients, families, and all members of the health care team.
4. Essential emotional coping skills to include but not limited to: ability to demonstrate the mental health necessary to safely engage in healthcare practice as determined by professional standards of practice. Anger, lack of self-control, disengagement, lethargy, and labile mood are examples of behaviors not conducive to quality care.
5. Essential intellectual/conceptual skills to include but not limited to: ability to measure, calculate, analyze, synthesize, and critically evaluate in order to engage competently in safe healthcare practice.
6. Essential culturally competent skills based on United States Department of Health and Human Services standards. A student must treat and care for all patients with dignity and respect without exception.
7. Other essential behavioral attributes but not limited to: ability to engage in activities consistent with safe practice free from the influence of any substance that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the Division of Health Sciences and as a developing professional.

### **Students and Disabilities:**

The Division of Health Sciences must conform to the applicable federal, state and university policies, regulations and definitions regarding students with disabilities. These include:

- Providing services that comply with external and internal policies and laws to qualified students through Adaptive Educational Services (AES)
- Providing reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities upon a timely request from the student, unless such disabilities preclude the student from providing safe patient care or complying with curriculum requirements.
- Upholding academic standards in the context of these policies and services.
- Assisting qualified students with disabilities by providing auxiliary aids and obtaining reasonable accommodations including modifications of programs and courses that do not fundamentally alter the essential nature of the program, through collaborative efforts with AES and academic and service units of IUPUC.
- Maintaining legally appropriate confidentiality for students with disabilities except where permitted by law.

**Language requirements for English as a Second Language (ESL) students prior to admission into the Division of Health Sciences program:**

Students must demonstrate competency of the English language consistent with the writing and speaking standards established by the English for Academic Purposes (EAP) programs on the IUPUC campus prior to admission to the Division of Health Sciences program.

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## Reason for Policy

To facilitate the success of all students admitted to the Division of Health Sciences at IUPUC programs in achieving program outcomes and meeting the IUPUC Principles of Learning for Undergraduate Success (PLUS) including but not limited to students with disabilities and ESL students.

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## Procedures

**Essential Abilities:**

The essential abilities and professional standards criteria will be located in the student handbook and on the Division of Health Sciences website.

- All applicants accepting admission to Division of Health Sciences at IUPUC programs are required to sign a letter of agreement that specifies the essential abilities criteria included in the admission acceptance letter. This agreement states they have read and understand that they will be expected to meet the essential abilities. Students questioning their ability to meet the essential abilities

criteria will be encouraged to address their inquiries to the Division Head at IUPUC in addition to the appropriate campus AES office prior to the admission deadline.

- Faculty have the responsibility to determine whether a student has demonstrated these essential abilities. Faculty should utilize the Division of Health Sciences Learning Contract with the student, if the student displays a lack of ability in clinical and didactic courses as they relate to essential abilities. The Learning Contract should be reviewed with the student by the faculty and academic advisor. If lack of professionalism is the issue, the Division of Health Sciences Professionalism Alert will be utilized. When the Professionalism Alert form has been filed, the student, administrative representative, and the Health Sciences Division Head at IUPUC will be notified. Confirmation of this notification will be sent to the person who filed the alert.
- The student will receive a copy of this form and the student signature is preferred but not required as an acknowledgement of the Professionalism Alert form receipt. If the student refuses to sign, two faculty members must be witness and attest to the discussion with the student. The student, administrative representative, and the person filing the Professionalism Alert will meet to discuss the issues/ reasons that prompted the filing of this form.
- The Admission, Progression, and Graduation committee will review the Professionalism Alert form. If the student offense is severe, the student may be dismissed after the first offense. Faculty should refer any student, who is unable to meet the essential abilities, to the administrative representative and/or, the Health Sciences Division Head at IUPUC to determine if it is possible to meet the required abilities with reasonable accommodation.
- Students failing to meet the essential abilities at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames.
- Students in the process of disciplinary action may not be able to receive written recommendations from any faculty or staff member from Division of Health Sciences at IUPUC. Faculty should check with the track director prior to writing a recommendation for the student.
- Students will be dismissed from their program of study if they are unable to meet the essential abilities even if reasonable accommodations are made.
- The student will be made aware of any ruling related to program dismissal or out of sequence determination. The student may appeal the determination with the Admission, Progression, and Graduation (APG) Committee at the Division of Health Sciences at IUPUC. The Health Sciences Division Head will determine the final ruling for student progress in programs related to the student essential abilities and professional standards criteria.

### **Students and Disabilities:**

- The Division Head (or designee) will contact the AES office annually to determine if there are any changes in policies, regulations or definitions in regard to disabilities;
- All students must request and receive appropriate professional documentation that supports requests for accommodation, academic adjustments, and/or auxiliary aide and service;
- All students must follow specified procedure for obtaining reasonable accommodation, academic adjustments, and/or auxiliary aids and service.

**ESL:** For students for whom English is a second language, the following expectations need to be met prior to admission to the Division of Health Sciences program.

1. Complete the IUPUC English language assessment process: Test of English as a Foreign Language (TOEFL) and EAP placement evaluation.
2. Complete all recommended English language improvement courses prior to admission to the major. Additionally, it is strongly recommended that a medical terminology related course, if available, be successfully completed prior to program or major admission.
3. Students who are unable to complete the above prior to the admission decision for the semester to which they apply will be counseled to reapply following successful completion of the ESL courses.

References:

United States Department of Health and Human Services. (n.d.) *National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care*. [PDF]. retrieved from <https://www.thinkculturalhealth.hhs.gov/assets/pdfs/EnhancedNationalCLASStandards.pdf>

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## **History**

Approved by Faculty Staff Council 11/14/19

Reviewed by Policy and Procedure Committee 5/13/21

Reviewed by Policy and Procedure Committee 8/31/22

Approved by Faculty & Staff Council 9/8/2022

Adapted from Division of Health Sciences at IUPUC Procedure Title: Essential Abilities and Professional Standards

Adapted from the Division of Health Sciences Core policy number: H\_16, old policy number: I-D-35.

Adapted from Division of Health Sciences Core policy number: H\_10, old policy number: I-C-7.

Adapted from Division of Health Sciences Core policy number F\_04, old policy number: III-E-13.