

AREA HEALTH EDUCATION CENTER

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University of Kentucky Health Professions Colleges



# Student Manual

Updated December 2005

**UK**  
UNIVERSITY OF KENTUCKY

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# General Information about the AHEC Program

## INTRODUCTION:

The Area Health Education Center Program (AHEC) at the University of Kentucky Chandler Medical Center (UKCMC) provides you with the opportunity to look at your profession from a broader perspective. Living and working for a period of time in a community setting truly is a unique experience that provides both personal and professional rewards. Each year approximately 1,200 students participate in the AHEC Program.

This manual is written to serve as a general guide for your AHEC experience, to help you understand the program and its goals, and to give you the information you will need to make your time with AHEC as fulfilling as possible, both educationally and personally.

Throughout this document, the term “student” is used to refer to students, interns, residents and fellows.

## THE PROGRAM AND ITS HISTORY:

*“I had the opportunity to work in a setting different from the medical center and interact with other health professionals. This really gave my self confidence a boost.”*

The Area Health Education Center Program (AHEC) is a University of Kentucky Chandler Medical Center (UKCMC) program through which students participate in community-based rotations. The AHEC Program is a cooperative effort involving the Medical Center’s colleges, regional health care facilities and providers. The program’s primary focus is to improve the distribution of health professionals throughout the commonwealth.

The AHEC Program at UK formally began in July 1983 and is built on a long history of student participation in outreach training experiences. In the early

1970s, the Kentucky General Assembly began providing funds to support health professions students as they worked and learned in rural regions of the state. This support continues as part of the AHEC Program and has expanded to include opportunities in urban underserved areas of the Commonwealth.

### **MISSION OF THE AHEC PROGRAM:**

With regard to student rotations, the mission of the University of Kentucky AHEC Program is twofold.

1. To promote and facilitate the education and training of health care professionals through collaborative relationships between the University of Kentucky and community-based institutions and practitioners.
2. To positively influence the supply, retention, geographic distribution, specialty distribution and quality of health care professionals throughout the AHEC regions.

### **SPECIFIC GOALS OF THE AHEC PROGRAM:**

In keeping with the mission, the following specific goals have been developed in regard to student rotations:

1. To assure that students receive quality instruction and learning experiences while participating in off-site clinical rotations.
2. To provide support services for students that enhance both the learning experience as well as the experience of living and working in a rural or underserved community.
3. To develop a broad range of clinical settings for off-site education so that students can have opportunities to experience clinical practice in multiple venues such as primary care centers, health departments, community hospitals and private practice.
4. To provide students with opportunities to learn about and explore the cultural and recreational diversity of Kentucky.
5. To provide experiences for students that help them learn about the professional opportunities available in rural and underserved areas of Kentucky.

## KENTUCKY'S AREA HEALTH EDUCATION CENTERS

*“I developed confidence in assuming professional responsibility.”*

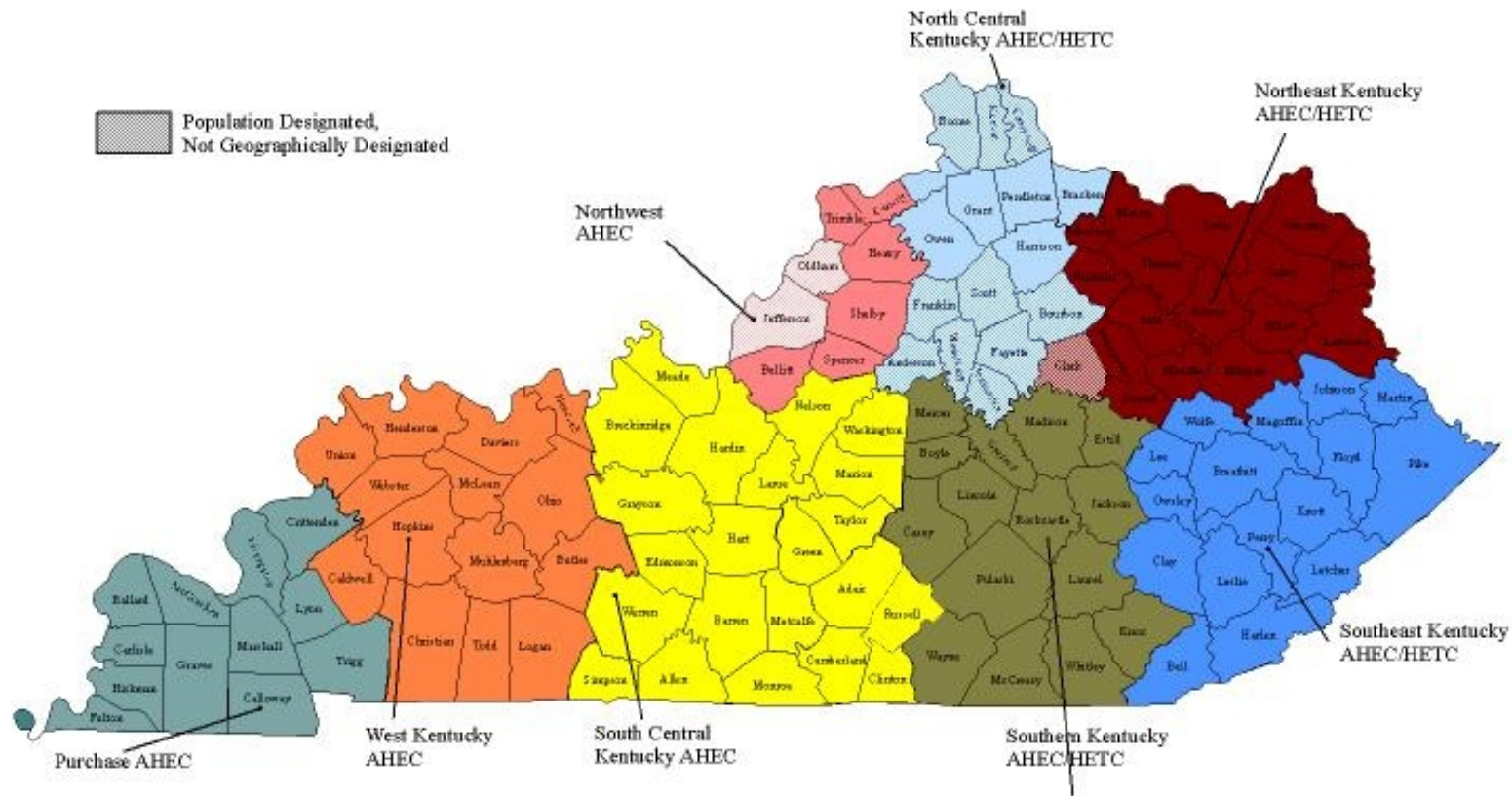
The AHEC Central Office at the University of Kentucky Chandler Medical Center coordinates AHEC activities with eight Regional Centers. Activities for five of the AHECs focus exclusively on rural communities, while activities within three

of the AHECs include both urban underserved and rural areas. Rotations to some counties in the NorthWest, Northeast and North Central AHECs are population-based. This means that not all practice sites in these AHECs are supported by AHEC funding. Only sites serving disadvantaged and underserved populations qualify. (Information regarding AHEC supported population-based sites can be obtained from faculty course directors or the AHEC Central Office.) In the five rural AHECs, rotations to all practice sites approved by the colleges are supported by AHEC funds.

Although the centers have many things in common, each one has a unique regional flavor that contributes to the richness of the educational opportunities it can provide. Each center is located at a non-profit institution that serves as the host site. From these centers, activities reach out to cover an entire geographic area. The map on the next page shows you the location of the regional centers as well as the region served by each center. The shaded areas on the map show the population-designated counties where only certain rotations are supported by AHEC funding.

# Kentucky's Area Health Education Centers

[www.mc.uky.edu/ahec/](http://www.mc.uky.edu/ahec/)



Information provided courtesy of the University of Kentucky Area Health Education Center (AHEC)  
 For more information, please contact (859) 323-8018.  
 May, 2003

## UK CENTRAL AHEC

The following are brief descriptions of the UKCMC AHEC Central Office and each regional AHEC. More complete information can be obtained upon request from the AHEC Central Office or directly from the Regional AHEC Centers.

### CENTRAL OFFICE FUNCTIONS

The AHEC Program at the University of Kentucky is administered from the AHEC Central Office located in the Kentucky Clinic, Suite A301. Staff members are available to help students prepare for AHEC rotations. Services include linking students to the corresponding regional AHEC center where a rotation is to occur, providing information about AHEC sites and regional opportunities and providing stipend support. Students are encouraged to come by the AHEC Central Office or call (859) 323-8018 for information.

### COMMUNITY-BASED FACULTY

A current list of all appointed Community-Based Faculty who are eligible to precept students is available in each college, the AHEC Central Office and each Regional AHEC Center.

Community-Based Faculty members are selected by the University of Kentucky Chandler Medical Center colleges. As part of the approval process for becoming a Community-Based Faculty member, careful screening and evaluation on the part of the appropriate department or division is undertaken. The Medical Center is proud of its cadre of committed Community-Based Faculty who donate their time to teach students. This commitment to the Medical Center's teaching enterprise is derived, in part, from the satisfaction Community-Based Faculty receive from educating future practitioners. All of us involved in clinical education are deeply grateful for the efforts of these professionals and students are encouraged to send written expressions of their appreciation for the time taken on their behalf.

## REGIONAL AHEC CENTERS

### General Services of the Regional AHECs

The eight Regional AHECs provide several key services for students. These services include obtaining housing for students upon request, providing information specific to their region, contacting students during a rotation and being available to answer questions and solve problems.

*"I enjoyed the chance to interact one-on-one with patients and my teacher."*

***Southeast Kentucky AHEC***

**Southeast Kentucky AHEC  
ARH Regional Medical Center  
100 Medical Center Drive  
Hazard, KY 41701  
Telephone: (606) 439-6791  
Fax: (606) 439-6798**

The Southeast Kentucky AHEC, situated in the heart of the Appalachian region of the state, is located in Hazard, Ky. The host site is the ARH Regional Medical Center, a 308-bed facility. The Southeast Kentucky AHEC encompasses a 16-county area with a variety

of health care settings available for clinical rotations for students. This rural mountainous region is well-known for its natural and scenic beauty, traditional culture and historical significance. Despite the natural wealth and beauty of the area, it remains medically underserved. Students will find that Southeast Kentucky AHEC rotations offer a wide range of clinical experiences not available in urban settings. There is a high incidence of black lung disease, diabetes, infant morbidity and mortality, tuberculosis and teenage pregnancy. Clinical rotations are challenging, yet rewarding.

Some of the state’s most beautiful parks and the Daniel Boone National Forest are located in this region. Two well-known and popular recreational areas are Jenny Wiley State Park and Buckhorn Lake State Park.

***Northeast Kentucky AHEC***

**Northeast Kentucky AHEC  
St. Claire Regional Medical Center  
222 Medical Circle  
Morehead, KY 40351-1570  
Telephone: (606) 784-AHEC  
Fax: (606) 784-2767**

The Northeast Kentucky AHEC is based in Morehead, Ky. at St. Claire Regional Medical Center and has a satellite office in Ashland, Ky. at Our Lady of Bellefonte Hospital. St. Claire Regional Medical Center serves as the community-based sponsor for AHEC activities and has been affiliated with the University of Kentucky since 1963. As host site for the

AHEC, St. Claire Regional offers a wide variety of rotations for students. Additional training sites are located throughout the area to include: community health centers, private physician offices, regional hospitals, etc. The Northeast Kentucky AHEC encompasses a 17-county area of central and northeastern Kentucky. This region is predominantly rural in nature with 14 of the counties designated as Appalachian counties. Please note that rotations occurring in Clark County must occur in sites that are designated as population-based sites. Much of the area lies within the Daniel Boone National Forest and is convenient to several state and national recreational facilities including: Cave Run Lake, Carter Caves State Park, Natural Bridge State Park and Red River Gorge.

Students are involved in a variety of activities during their rotations. The medical and health professional staffs are dedicated to the provision of well-rounded experiences for students. Many small towns provide students with ample opportunities to sample professional life in a rural area. While living and working in this region, students have the opportunity to experience life in friendly communities as well as enjoy the recreational facilities of this area.

### *Southern Kentucky AHEC*

**Southern Kentucky AHEC  
Rockcastle Hospital and  
Respiratory Care Center, Inc  
PO Box 1770, 145 Newcomb  
Avenue  
Mt. Vernon, KY 40456  
Telephone (606) 256-0950  
Fax: (606) 256-1066**

The Southern Kentucky AHEC, situated in the Cumberland Valley and Lake Cumberland regions of Kentucky, is located in Mt Vernon. The host site is Rockcastle Hospital and Respiratory Care Center, Inc., located at the gateway to the mountainous southern region of Kentucky.

Serving a 15-county area from Madison County down to the Tennessee border, the Southern KY AHEC's mission is to improve health through education. Through its partnerships with the University of Kentucky and Rockcastle Hospital, it provides health education in rural sites and programs aimed at identifying and improving the health care needs of rural Kentucky.

The Southern KY AHEC region provides a broad educational experience for health professions students. The region has plenty of willing and experienced preceptors in a variety of health fields, from medicine to dietetics. Comfortable housing is available, and ample opportunities for recreational activities can be found throughout the region. Laurel Lake, Cumberland Falls State Park and Levi Jackson Wilderness Road State Park provide a variety of activities such as hiking, fishing, boating, camping and golfing.

### *North Central Kentucky AHEC*

**North Central Kentucky AHEC  
Gateway Community &  
Technical College  
1030 Old State Road  
Park Hills, KY 41011  
Telephone (859) 442-1191  
Fax: (859) 581-0589**

The North Central Kentucky AHEC began operation in July 1999. The development of this new AHEC demonstrates a greater responsiveness to the needs of the growing Hispanic population in Kentucky, particularly migrant workers and the minority populations of the inner city.

The North Central Kentucky AHEC encompasses two urban underserved areas and 13 rural counties located between the urban centers. The urban communities include Covington (Kenton County), Newport (Campbell County) and Dayton (Campbell County) in Northern Kentucky and an urban underserved area in north Lexington in Fayette County. Surrounding these urban areas are 13 rural counties (Anderson, Boone, Bourbon, Bracken, Franklin, Gallatin, Grant, Harrison, Jessamine, Owen, Pendleton, Scott and Woodford). Five of the counties are designated full or partial Health Professions Shortage Areas (HPSAs). Four family health centers that receive federal 330 support serve the Northern Kentucky area, and one primary care center with designated 330 support serves the north Lexington community.

The North Central Kentucky AHEC expands opportunities for community-based education and training for health professions students. Unique in its mission, the AHEC provides opportunities for students to have clinical experiences at sites serving primarily minority and Hispanic populations. These sites are designated population-based training sites and include community/migrant health centers, public health agencies, managed care organizations, private practices and inpatient facilities serving these populations.

Since 2001, the NC AHEC has trained and supported lay health workers, called Promotores de Salud. For a basic training, Promotores are given a generous overview of preventive and protective health practices in the United States. All classes are taught in Spanish because most of the participants have low levels of English proficiency. Upon completion of a 13-week training course, the graduates are certified in Red Cross CPR and First Aid, and they are given a stethoscope and a blood pressure cuff to use on their families and friends. Most importantly, they are urged to continue to learn about health and health care. We want them to counsel others, model good health habits, and continue to study and learn. Students who are eager to learn more about the growing Hispanic population are urged to visit and support Promotores classes and activities.

### *West Kentucky AHEC*

**West Kentucky AHEC  
Trover Foundation Education  
Building  
435 North Kentucky Ave., Suite A  
Madisonville, KY 42431  
Telephone: (270) 824-3442  
or (800) 357-8801  
Fax: (270) 824-3457**

**T**he West Kentucky AHEC, encompassing 14 counties, is located in Madisonville, Ky., in the heart of Western Kentucky. Trover Foundation, a large multi-specialty group practice, serves as the host site. Other educational training programs located within Trover Foundation are a Family

Practice Residency Program, CRNA Training Program, Pharmacy Residency and a Branch Campus of the UofL School of Medicine. Trover Foundation has a long-standing commitment to providing off-site educational experiences for health professions students.

The West AHEC offers a variety of clinical education opportunities for medical, dental, pharmacy and allied health students in various clinical training sites in our region including acute care, long-term care, private/group practice and multi-specialty clinic settings. Students may experience training in a solo practitioner's office in a small, rural community or in a multispecialty group practice available in some of our larger towns.

Living and working in this region of the state will provide opportunities to learn more about communities whose economies depend on coal, agriculture and industries such as, General Electric, Tyson, Logan Aluminum, etc. The beautiful Western Kentucky lake region is close by and offers many recreational opportunities.

### *South Central Kentucky AHEC*

**South Central Kentucky AHEC  
Western Kentucky University-  
1906 College Heights Boulevard  
Bowling Green, KY 41038-1038  
Telephone: (270) 745-3325  
Fax: (270) 745-5928**

**L**ocated in the heart of Kentucky's cave country, the South Central Kentucky AHEC covers a 22-county area. Western Kentucky University in Bowling Green, Ky., serves as the host site and encourages the development of innovative educational experiences. With a variety of health care settings in the region to

choose from, students are guaranteed a rewarding educational experience. Life in this region represents Southern hospitality at its finest. Students are encouraged to explore this predominantly agricultural region and take advantage of the numerous recreational opportunities. Boating, fishing, water skiing, sailing, swimming and camping are available at any of the seven lakes in the area. Canoeing enthusiasts will enjoy the numerous rivers and streams. Nature lovers can hike in Bernheim Forest, Brigadoon Nature Preserve or Mammoth Cave National Park, which is the best known attraction in the region. Mammoth Cave is the longest cave system, known and explored, on earth and has over 300 miles of charted caves. At a constant temperature of 54 degrees, the caves can be explored and enjoyed all year.

**Purchase AHEC**

**Purchase AHEC**  
**Murray State University**  
**205 Wells Hall**  
**Murray, KY 42071-3304**  
**Telephone: (270) 762-4123**  
**Fax: (270) 762-4125**

**L**ocated in the heart of Kentucky's waterlands, the Purchase AHEC covers a 12-county area in what is known as the Jackson Purchase region. Murray State University in Murray, Ky., serves as the community-based sponsor for this AHEC. Paducah, the largest

city in the Purchase AHEC region, long has been recognized as a regional medical center because of its centralized location in a three-state area. The other 11 counties in the Purchase AHEC region are rural and include rotation sites in small community practices and hospitals. A clinical rotation in the Purchase AHEC region will give you an opportunity to compare the practice of health care in very different and unique settings.

The waterlands of the Purchase area are a nature lover's paradise. Kentucky Lake is one of the most popular vacation areas in the United States. Land Between the Lakes is a 170,000-acre national outdoor recreational and environmental education area. It also is the home to one of the nation's largest buffalo herds (American Bison) in the eastern United States. Camping, hiking, fishing, boating and other traditional outdoor activities can be enjoyed at Land Between the Lakes and the Lakelands year round. As you wind your way through Western Kentucky, you'll discover a place of rich cultural heritage and awesome natural beauty.

**NorthWest AHEC**

**NorthWest Kentucky AHEC**  
**Family Health Center - Portland**  
**2215 Portland Ave.**  
**Louisville, KY 40212**  
**Telephone: (502) 778-1607**  
**Fax: (502) 774-1833**

**T**he NorthWest AHEC originally was named the West Louisville AHEC. It was established in January 1991 as Kentucky's first urban center and was housed in two federal 330 community health centers, Family Health Centers, Inc. and Park DuValle Community

Health Centers, Inc. The new NorthWest AHEC continues to serve the state's largest minority community - Louisville's West End. Six additional counties now form part of the service area and include Bullitt, Spencer, Shelby, Henry, Trimble, and Carroll counties. The NorthWest AHEC has both an urban underserved and rural focus. Rotations in the west Louisville area continue to be located in sites that serve a defined underserved population group. NorthWest AHEC provides approximately 120 off-site clinical rotations annually in addition to offering numerous continuing education course offerings, community based

health promotion/ disease prevention workshops and seminars, health careers awareness activities in schools, while collaborating on several community needs assessments. On a daily basis, the NorthWest AHEC staff serves on standing committees and/or boards addressing issues relative to teen pregnancy, violence, drug abuse, cancer, mental health, aging, smoking, nutrition, parenting, immunizations, sexually transmitted diseases, and overall wellness for minority and poor populations.

## ROTATION INFORMATION:

### BEFORE THE ROTATION

#### CODE OF CONDUCT

The AHEC Program adheres to the Health Sciences Student Professional Behavior Code, which is used by all six colleges in the Medical Center. A copy of this booklet is available in the office of the dean of the student's college. It is the student's responsibility to be familiar with the information contained in this booklet. In addition, there may be rules of conduct specified by the institution in which you are doing a rotation. Such rules are in addition to the above mentioned code and do not replace it.

Students who are going on off-site rotations should remember at all times that they are representatives of the University of Kentucky.

#### DRESS CODE

Each college has guidelines regarding dress and those guidelines should be respected while on an off-site rotation. If a particular institution or Community-Based Faculty member requests a specific manner of dress, the requests must be honored.

#### EMERGENCIES

In the event of exposure to blood borne pathogens, the student should notify the supervising clinician/preceptor immediately and contact University Health Service at (859) 323-2778. If the University Health Service is closed, the student should contact the on-call University Health Service physician immediately by calling (859) 323-5321 and asking the operator for the Health Service physician on-call. If the exposure is considered high risk, prophylactic treatment should begin within 2 hours of the exposure. Also, the student should inform the AHEC Student Services person in the area by calling either the Regional AHEC Center or the UK AHEC Central Office at (859) 323-8018.

## PERSONAL SPENDING MONEY

Many businesses in rural or underserved areas will not cash “out-of-town” checks. Students should take enough cash with them until locating ATM machines, etc., to get cash. The host institution and Regional AHEC Center are not responsible for cashing checks but will assist you in making necessary arrangements.

## BACKGROUND CHECK

It should be noted that some facilities might require that students undergo a criminal background check and/or drug screening.

## GUIDELINES & POLICIES

### PURPOSE OF REIMBURSEMENT

The purpose of AHEC reimbursement is to help ease financial hardship to students as a result of spending time away from the student’s home campus.

### QUALIFICATIONS FOR REIMBURSEMENT

Generally, in order for a rotation to qualify for reimbursement, the rotation must occur outside the county of the student’s home campus (Morehead, Lexington, or Hazard) and must be for a minimum of **five days per week for four consecutive weeks** at the same site. If a single rotation occurs in multiple locations, at least 50% of the rotation must take place in an AHEC designated site for the student to qualify for support. Some exceptions apply and students should contact the AHEC Central Office or their college/department to determine if the rotation qualifies for AHEC funding. Rent reimbursement will be provided if the rent receipt indicates the rent was paid for a property other than that of the Clinical Hub Site.

### POPULATION DESIGNATED SITES (shaded counties on the map on page 5)

In some counties within the North Central, North East and Northwest regions, only certain clinical sites are eligible for AHEC support. These sites (called Population Designated Sites) are selected based upon the demographics of the population served. If the rotation site is within a population designated county, the site must be designated as AHEC eligible by the Regional AHEC Advisory Board. The Regional AHEC Advisory Boards determine the qualifications for a site to be designated as “AHEC”. Those qualifications could include a high percentage of Medicaid patients or high proportion of minority patients. For more information, contact the AHEC Central Office.

## **HOUSING SITE VERSUS ROTATION SITE**

If a Regional AHEC Center arranges housing and the housing site is more than 40 miles round trip to the rotation site, mileage in excess of 40 miles per day will be reimbursed by the AHEC Program and added to the round trip allocation at the time the student reconciles the AHEC account. The Regional AHEC Center will communicate to the AHEC Central Office instances of excess mileage. Students will not, therefore, be required to keep mileage records.

In cases where students elect not to use AHEC arranged housing and choose to live in housing farther from the site, or in cases where students choose to commute from Lexington, daily mileage will not be reimbursed.

## **CLINICAL HUB SITE**

In some cases, students will relocate for a substantial part of their clinical years, (eight or more months out of 12). This is termed a Clinical Hub Site and refers to the town or city where the student resides. In such cases, the course director will inform the AHEC Central Office of the student's Clinical Hub Site. Students who have relocated in this way will not be eligible for AHEC support for rotations done in and around the Clinical Hub Site.

If a rotation is less than 40 miles round trip from the Clinical Hub Site and outside the county, the student will receive food allowance only. If the rotation is more than 40 miles round trip from the Clinical Hub Site and outside the county, students are eligible for food, rent and one round trip mileage per month, provided they reside in that community.

## **PROCEDURES**

The University and the AHEC Program have established the following procedures. They must be followed in order for students to receive support as participants in the AHEC experience. Please read them carefully and, if you have any questions, contact your college/departmental coordinator or the AHEC Central Office (859-323-8018).

### **AHEC FACT SHEET**

The process for receiving AHEC financial assistance begins with completing the AHEC Fact Sheet. The form can be obtained through your college's/department's AHEC Coordinator, from the AHEC Central Office (A301 Kentucky Clinic) or the UK AHEC Website at [www.mc.uky.edu/ahec](http://www.mc.uky.edu/ahec). The Fact Sheet must be returned to the AHEC Central Office at least one month prior to the rotation. Please note that students with multiple rotations can enter all rotations on one fact sheet.

## **ADVANCE PAYMENT**

Food and housing allowance funds are available to students one week prior to the start date of the rotation and can be picked up in the AHEC Central Office. At times, rotation schedules make it difficult for students to return to campus for their checks. Please let the AHEC Central Office know if arrangements need to be made for mailing the check to you.

## **ACCOUNT RECONCILIATION**

Students should reconcile their AHEC accounts within three months of the rotation end date. Accounts not reconciled by the end of the academic year are no longer eligible for reimbursement and the Dean of the student's College will be notified of the failure to reconcile.

## **HOUSING**

Each student will receive \$80 per week for housing. Students may arrange their own housing or request that the AHEC Regional Center make the arrangements. In the event that the regional Center arranges housing, no pets are allowed. It is important to let the Regional Center know of any special needs and efforts will be made to accommodate them. Examples of special needs include, but are not limited to, issues of accessibility and allergies. Special needs should be listed on the Fact Sheet. If a student needs regional assistance with housing, this must be indicated on the Fact Sheet. If AHEC arranges housing and the student decides not to use the housing, notice via email, phone, or fax of the cancellation must be sent to the regional AHEC and the AHEC Central Office no later than two weeks prior to the rotation. Funding will not be available for alternate housing to students who do not comply with this notification requirement. *Reminder: The Fact Sheet must be turned in to the AHEC Central Office at least one month prior to the rotation.*

## **DEPENDENTS**

It is very important to provide an advance request to the Regional Center if you wish to have housing that can accommodate a spouse, children and/or a child care assistant. In some location there are additional charges for dependents and at times housing for dependents cannot be located.

If a student wishes to have a significant other and/or family member visit during the rotation, it must be arranged in advance through the Regional AHEC.

## **RENT RECEIPT**

Students must complete the AHEC rent receipt form and have the landlord sign the form. This form must be returned to the AHEC Central Office as soon as

possible after the rotation end date. Any unexpended rent allowance must be remitted to the AHEC Central Office. Rent receipts can be obtained from the AHEC Central Office or the Central Office website, [www.mc.uky.edu/ahec](http://www.mc.uky.edu/ahec). In some instances, the AHEC Central Office makes direct payment for housing to the regional AHEC, in which case the student does not receive a rent allowance and no rent receipt is required

## **GOING HOME**

A student will not be reimbursed for housing if he/she lives with parents or relatives, but the student will receive the food and mileage allowance. For purposes of AHEC rent payment, “relatives” are defined as parents, grandparents, siblings, aunts, uncles and in-laws.

## **HOUSING CONCERNS OR PROBLEMS**

Although every effort is made by the Regional AHEC Center to identify safe, clean and affordable housing, the University of Kentucky acting through its AHEC Central Office and/or its Regional AHEC Centers assumes no responsibility for the safety of the student and/or his/her property at the housing site. Responsibility for the conditions of the housing is solely that of the landlord. If you have problems with AHEC arranged housing, immediately report it to the Regional AHEC Center.

## **FOOD**

Each student will receive \$25 per week for food. It is not necessary to have receipts for food.

## **TRANSPORTATION**

Mileage is reimbursed at the current university rate for one round trip per month between the home campus and the AHEC site. This mileage allowance will be provided at the time of account reconciliation at the end of the rotation.

## **INCIDENTAL TRAVEL**

Some rotations require the student to travel between multiple sites. Additional travel expenses incurred as a result of course requirements generally are not reimbursed. However, should travel requirements exceed 40 miles per day, the student will be reimbursed for mileage in excess of 40 miles per day at the University rate. In such instances, the student will be required to document the mileage and provide that information to the AHEC Central Office at the time of account reconciliation at the end of the rotation.

## **CHILD CARE**

If a small child accompanies you on your rotation, you will not be reimbursed for child care. However, the regional AHEC staff will assist you in finding quality child care services in the region. If this is necessary, it is important to let the regional AHEC staff know your special needs well in advance of your rotation.

## **QUESTIONS ABOUT REIMBURSEMENT**

In cases where there are disputes regarding reimbursement for an AHEC rotation, the student should contact the course or training director. The course or training director in cooperation with the UK AHEC Central Office will determine eligibility.

## **OFF-SITE ROTATION ASSESSMENT FORM**

The Off-Site Rotation Assessment Form was designed for multiple purposes. Primarily, the AHEC program wants to monitor certain aspects of the program. As such, your assessment and observations are pivotal to this process. Every student is expected to complete the assessment upon completion of her or his rotation and return it to the UK Central AHEC Office as soon as possible after the rotation end date. Please fill out an assessment form for each rotation.

The assessment form evaluates three specific aspects of the rotation. They are:

1. the administrative aspects of the AHEC Program
2. attitudes and understandings regarding your experience
3. the educational experience of the rotation

The assessment form will be provided to you when you pick up your checks at the UK AHEC Central Office prior to your rotation. This form is also available on the AHEC web site for students who remain in the community and have multiple rotations for extended periods of time.