Faculty Resources

D. Support Units and Services

Educational Support Policies

- Audio-Visual Services (Admin Policy 12.2.01)
- Digital Imaging Services (Admin Policy 12.2.03)
- Graphics and Medical Art (Admin Policy 12.2.04)
- Instructional Equipment Repair (Admin Policy 12.2.02)
- Instructional Television (Admin Policy 12.2.05)
- Photographic Services (Admin Policy 12.2.06)
- Printing Services (Admin Policy 12.2.07)
- Use of Images (Admin Policy 12.2.08)
- UAMS Institutional Policy on the Use of Copyrighted Materials (Admin Memorandum 12.0.2)

University-wide Instruction Support Units

- Academic Computing
- Clinical Skills Center
- Office of Academic Services
- Office of Educational Development
- UAMS Library
  - Learning Resource Center - Teaching Research Center, Teaching & Technology Committee, Friday @ Noon Series
  - Teaching Resource Center
  - ACH Library

Each college also features support and services for its teaching faculty. For more information please contact your Dean's office.

Other

- Computer Training Center - classroom training on campus information systems
- Creative Services - ID badges, business cards, stationary, printing, scientific posters
- Employee Assistance Program - employee counseling services
- Employee/Student Health Clinic - health screenings and records
- Fitness Center - employee & student weight & aerobic fitness area
- Information Technology - computer support
- Parking - Apply for paid parking on campus
- Telecommunications - telephone, wireless phone, blackberries
- Professional Staff Office - Medical licensing and credentialing
- Web Mail - Access UAMS Outlook email from a web browser.

Special Primary Care Services for Employees and Their Families (Preferred Primary Care Clinic 686-6560)
POLICY

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the audio-visual services available through the Office of Educational Services.

PROCEDURE

1. The Audio-Visual Office is located in the Educational II Building, Room B-143. The office operates on a Monday-Thursday daily schedule of 7:30 a.m. to 10:00 p.m. and Fridays 7:30 a.m. to 6:00 p.m. Audio-Visual personnel are available from 6:30 a.m. to 10:00 p.m. Monday through Thursday and Fridays 6:30 a.m. to 6:00 p.m. Audio-Visual technicians are on "standby" to support weekend functions.

2. Audio-visual equipment and projectionist/technical services can be requested by calling extension 65575 or by providing the vital information on the UAMS Meeting Room/Audio/Visual Equipment Reservation Form provided by the Office of Educational Services. Faculty and staff requesting less than 24 hours in advance may be required to obtain the equipment in person on a checkout basis during periods of peak activity.

3. The following UAMS areas are designated for delivery of audio-visual equipment: Administration-Conference Rooms A, B, B-2, C, Education II-All locations, Hospital-M1034, 4D27, 8001, and Shorey-Auditorium, 2S02G, 8025.

4. One-time meetings requiring Audio-Visual equipment or services in rooms not listed in (3) should be submitted to the supervisor of Audio-Visual Services for approval at least 24 hours prior to the meeting. Delivery is contingent upon available equipment and personnel.

5. Regularly scheduled meetings requiring Audio-Visual equipment or services in rooms not listed in (3) should be submitted in writing to Slot 615, at least two weeks prior to the meeting.

6. The Audio-Visual Services supports an emergency line dedicated for use in reporting, emergencies, for example equipment failures and lamps burn-outs. The Emergency Line answered by Audio-Visual technicians is extension 6555. Non-emergency communications should be directed through 65575.

7. The Audio-Visual Services provides the following services: Delivery and distribution of requested audio-visual equipment, set-up and testing of equipment, assistance and instruction in the operation of the visual equipment, retrieval of equipment, projectionist/technical support upon request, loan of audio-visual equipment, and repair and preventive maintenance of audio-visual equipment.

8. Loan of audio-visual equipment is available through the Audio-Visual Services. Equipment is loaned out for use in UAMS-associated activities by faculty or staff on an overnight basis or for extended periods. The borrower assumes full responsibility for the equipment, and will be required to provide a UAMS account number prior to checkout to be used in the event of loss or damage to the equipment. Replacement bulbs are routinely checked out with projectors, and must be returned. In the event of a burn-out, the burned-out bulb should be returned to avoid replacement charges.

9. All Audio-Visual equipment includes a 20 foot AC extension cord and an appropriate cart or travel case is supplied.

10. For additional information concerning the Audio-Visual Services, contact extension 65575.

OES MEETING ROOM & AUDIOVISUAL EQUIPMENT RESERVATION INSTRUCTIONS

GENERAL INFORMATION

Departments must complete the OES Meeting Room & Audiovisual Equipment Reservation Form when requesting a OES meeting room and/or audiovisual equipment. Forms are available through OES, extension 65575. Return completed form to OES, slot 615. Room or Audiovisual requests may also be made by accessing the VAX mainframe computer. At the "$" prompt type the word "Room". On-line...
COMPLETING THE FORM

1. **Room:** Enter the specific location of the room.
2. **AV REQUESTED:** Indicate the space provided the type(s) of audio-visual requested. Refer to the OES User’s Guide for descriptions of equipment or contact 65575.
3. **Acct. #:** Enter the requesting department’s account number
4. **Special TV Requirements:** Enter the special TV requirements related to the request.
5. **Call:** Check appropriate space for a confirmation call placed by the OES staff regarding this request.
6. **Today’s Date:** Enter the current date.
7. **Time:** Enter the time in which this request form is completed.
8. **Initials:** Enter the requester’s initials in the space provided.
9. **Requester’s Name:** Enter the name of the requester.
10. **Host/Moderator’s Name:** Enter the name of the host or moderator.
11. **Department/College/Unit:** Enter the name of the requesting department, college, or unit.
12. **Phone:** Enter the telephone number of the requester.
13. **Mail Slot:** Enter the mail slot number of the requester.
14. **Course/Meeting Description:** Enter a description of the course or meeting related to the request.
15. **Estimated Number of Participants:** Enter the estimated number of participants.
16. **Start Date:** Enter the first day of the event.
17. **End Date:** Enter the last day of the event.
18. **Days of Week:** Enter the days of the week associated with the event.
19. **Meeting Times:** Enter the times the event will begin and end.
20. **If this is not a weekly event, please enter dates needed:** Enter the dates of the event.
21. **Request Room Number:** Enter the number of the room requested.
PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the digital imaging services available through the Office of Educational Services.

PROCEDURE

1. The Digital Imaging Service is located in the Education II Building, room B-142. Operating hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.
2. Digital Imaging Services are available to official UAMS users as first priority on a fee for service basis. Services are offered to non-UAMS clients on a secondary priority basis.
3. Services include consultation on software selection and application; assistance with PC setup of graphics software packages, color palette and device driver installation; creation of high resolution 35mm color slides; imaging of client-created slides, with or without enhancement by Media Services personnel; and instruction in the use of graphics software packages supported.
4. The Office of Educational Services recommends that departments consult Media Services personnel before the purchase of any graphics software intended to produce color slides.
5. For additional information on digital imaging services, call 686-5570.
The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the graphics and medical art services available through the Office of Educational Services.

PROCEDURE

1. The Graphics and Medical Art Unit operates on a year-round schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday. Offices and studios are located in the Education II Building, B-142.
2. Professional staff are available for job receiving and consultation on a drop-in basis. For major project planning and discussion which may require special attention, however, advance appointment is recommended.
3. Services include textbook and journal illustrations; audio-visual projects; exhibits and displays; scientific posters; brochures; calligraphy; organizational charts, maps, logos; stationery and letterhead; architectural drawings; certificates; business forms; charts and graphs; typesetting services and miscellaneous print media preparation; coordination and bidding of printing; and consultation.
4. For additional information about Graphics and Medical Art, call 686-5570.
PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to follow for instructional equipment repair available through the Office of Educational Services.

PROCEDURE

1. The Office of Educational Services maintains its own scientific instrumentation repair shop for the purpose of supporting all OES units.
2. Priority is given to repair of equipment (laboratory, AV, TV) utilized in direct support of the educational programs of the UAMS colleges.
3. The Office of Educational Services recommends departments to report repairs of research instrumentation to the Instrumentation Lab in Physical Plant at extension 65754.
4. The Office of Educational Services Instrumentation Engineer is available, schedule permitting, for consultation and equipment repair at extension 65575.
5. For a list of current charges for equipment repair, call 65575.
The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the printing services available through the Office of Educational Services.

PROCEDURE

1. The Instructional Television main facility is located in Education II, B-142. Remote studios in the 8th and 9th floor teaching labs are also maintained. Normal operating hours during the academic year are 8:00 a.m. to 4:30 p.m.

2. The AV/TV emergency line, extension 6555 may be used in cases of urgent need requiring immediate action, and is answered during normal operating hours by AV or TV personnel. Reports of loss of TV signal, equipment malfunctions during use, picture/sound interference on this line will provide the user with direct contact with technically-qualified personnel. For all other communications, call extension 65570.

3. Services include video tape production in studio or "on location": video dubbing and tape duplication; video conversion to other formats (BETA, VHS); audio recording for TV, radio broadcast use, AVE presentation; audio tape mastering, dubbing and synchronization; computer-generated titling; audio and video editing service; consultation, preventative maintenance and minor equipment repairs, post production, 3/4" and 1/2" editing with Digital Video Effects (DVE).

4. For additional information and lists of current charges on Instructional Television, call 65570.
PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the photographic services available through the Office of Educational Services.

PROCEDURE

1. Photographic Services is located in Education II, B-142 with studios in Education II, G-102. Operating hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.
2. Photographic Services are provided to official UAMS users as a first priority on a fee-for-service basis. Services not chargeable to a UAMS account are provided on a second priority basis to users professionally associated with UAMS or from the health care community at large with needs for the specialized services offered.
3. After-hours photographic needs may be scheduled with advance notice. Off-campus travel after hours will normally incur additional charges as appropriate.
4. Emergency needs for photography outside normal operating hours are provided for with equipment support. On a daily basis, Photographic Services places a “camera kit” at the ER nursing station. The kit contains camera and flash equipment ready for use, simplified instructions for use, and necessary forms for documentation. At the open of business on the next working day, the kits are collected, exposed film is processed and delivered normally to the client. Equipment is given an operational check and reloaded with fresh film daily.
5. Services include preparation of 35mm teaching slides; preparation of prints for publication; portraits, application and passport photos; UAMS employee ID cards; photography of studio setups (instrument arrays, etc.); surgical/clinical photography; technical/scientific photography; photomicrography; public relations and general illustrative photography; student and faculty yearbook photo/class composites; slide duplication; film processing and miscellaneous photolab services; luggage tags; transparencies, and photo copies.
6. For additional information and lists of current charges on photographic services, call 686-5570.
The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the printing services available through the Office of Educational Services.

PROCEDURE

1. Printing Services is located in the Distribution Center, Room 116. Normal hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.
2. A "quick copy" services is offered for certain duplicating jobs which qualify, by high-speed Xerography. Offset printing on a wide variety of paper stocks and a variety of ink colors is available.
3. The printing services available are printing and binding of: course manuals, stockroom forms, medical records forms, memo pads, letterheads, NCR sets, brochures, bulletins, newsletters, calendars, multiple copies of grant applications, course manuals, invitations, announcements and programs.
4. Tests and exams are given priority treatment and produced by high speed Xerox.
5. Grant applications will be given priority treatment through the high speed Xerox.
6. Contact Printing Services at extension 686-5574 for additional information and lists of current charges on printing services. Departments are encouraged to call in advance to arrange for while-you-wait production, on a same-day basis.
UAMS ADMINISTRATIVE GUIDE

NUMBER: 12.2.08
DATE: 08/17/00
REVISION:

SECTION: ACADEMIC AFFAIRS
AREA: EDUCATIONAL SERVICES/MEDIA SERVICES
SUBJECT: USE OF IMAGES

PURPOSE

Media Services provides both technical and general photography services to UAMS faculty, staff and students. The department also produces photographic images on its own from time to time for general use in illustrating various UAMS publications. This policy describes how images will be stored and made available for use of the UAMS community.

POLICY

Photographic and digital images created by Media Services people in the course of their work and funded with university funds are the property of the University of Arkansas and are copyrighted by the university at the moment of creation. General-purpose images that belong to the University should be made available for official use to the entire UAMS community.

PROCEDURE

I. IMAGE CAPTURE

A. UAMS patients are photographed only at the request of a UAMS physician. Patients are not photographed in a manner that allows them to be recognized from the photo unless a valid patient release has been secured. Informed consent is the responsibility of the ordering physician. Media Services personnel responsibility is limited to obtaining an authorizing signature or verifying that such a document exists.

B. Model releases will be obtained by Media Services people when necessary. Model releases are not necessary when photographing students and employees of UAMS performing normal activities for their position or status.

C. Media Services will maintain files of patient and model releases.

D. Generally, original images are archived in Media Services and duplicates or copies are provided to the customer.

II. Image recording and filing

A. General purpose images that may have future use potential will be stored by Media Services in a secure manner to protect them from damage and extend their life span in the UAMS Image Bank. Current practice is to digitally scan images at low resolution when added to the collection and index records through an asset management data base that allows the collection to be searched and images viewed without handling the original image.

B. The following data are recorded when an image is added to the UAMS Image Bank:

1. Date of image capture
2. Category keywords to enable image retrieval
3. Names of recognizable people and / or places in the image
4. A description of the activity pictured in the image
5. Notes of any restrictions that may apply to future use of the image (see below)

C. Subject to the restrictions described below, images in the UAMS Image Bank are available to all UAMS people,
who may place orders for the use of images for official university purposes. Prints, copies or duplicates will be provided by Media Services at an appropriate price.

D. Also subject to the restrictions described below, non-UAMS people or entities may also place orders for images stored in the UAMS Image Bank, and orders may be fulfilled when deemed to be in the best interest of the university. Prints, copies or duplicates will be provided by Media Services at an appropriate price. In addition to the restrictions described below, the university reserves the right to refuse any requests for use of images.

III. Restrictions

A. Patient photographs are released only to the requesting physician or to the Department of Health Information Management (Medical Records) at the physician’s request. Images with teaching value may be stored in a restricted area of the UAMS Image Bank if permitted by the ordering physician and the patient’s release.

B. General-purpose images acquired by Media Services professionals acting on their own initiative are normally added to the UAMS Image Bank as soon as they’re catalogued.

C. General-purpose and/or biomedical images commissioned by UAMS clients for the purpose of scholarly publication (e.g. journal article, textbook illustrations, etc.) are considered the author’s intellectual property in accordance with University of Arkansas Patent and Copyright Policy. Such images may be added to the UAMS Image Bank at the author’s option and with any additional restrictions for use that may be specified by the author.

D. General-purpose images "made for hire" (i.e., a UAMS department pays Media Services with university funds to create the image) are considered the property of the University of Arkansas rather than of the specific UAMS entity that commissioned their creation. However, it’s recognized that in some cases overuse of an image may compromise the effectiveness of a publication or a campaign. In those cases, the department may request that an image be excluded from the UAMS Image Bank until a certain "exclusive use" period of time has elapsed. Unless an "exclusive use" period is requested, images "made for hire" are added to the UAMS Image Bank as soon as they’re catalogued.

It will be the responsibility of Media Services to verify that general-purpose images produced may be used without "exclusive use" restrictions. Requests for periods of exclusive use exceeding six months will be presented to the Media Services Advisory Committee for a recommendation.

E. Other restrictions or conditions that may be requested by the customer will be presented to the Media Services Advisory Committee for a recommendation.
**UAMS Institutional Policy on the Use of Copyrighted Materials**

**Administrative Guide 12.0.2**

The University of Arkansas for Medical Sciences is an accredited nonprofit educational institution supporting the activities of educators, scholars, researchers, and students. UAMS promotes an environment of compliance with copyright laws through the campus-wide distribution of the Guidelines for UAMS Faculty, Staff, and Students Using Copyrighted Materials throughout the Colleges and the educational support units.

UAMS promotes the educational and research use of copyrighted materials (Appendix A. Basic Copyright Law) through the appropriate application of the provisions provided in copyright law for fair use (Appendix B. Fair Use) and for specific exemptions granted for educational and research purposes (Appendix C. Exemptions). At this time, exemptions include the Teaching Exemption, the provisions for distance education covered by the Technology, Education, and Copyright Harmonization Act (TEACH Act), and special Library Exemptions. UAMS observes ‘best practices’ and ‘guidelines’ commonly accepted within the academic community (Appendix D. Guidelines).

The Institutional Responsibilities of UAMS (Appendix E) document addresses the institutional administrative and technological responsibilities required to take advantage of fair use and exemptions.

These institutional policies and guidelines were approved the UAMS Chancellor’s Cabinet, the UAMS Administrative Council, and Harold Evans, JD, of Williams and Anderson LLP.

**Guidelines for UAMS Faculty, Staff, and Students Using Copyrighted Materials**

- Teaching in the Face-to-Face Classroom (Teaching Exemption)
- Fair Use for Teaching Faculty and Students at UAMS
- Distance Education and TEACH Act
- Course Management Software (WebCT) and E-Reserves
- Fair Use of Digital Images
- Fair Use for Scholarship and Research

**College of Medicine Guidelines for Use of Copyrighted Materials in Education**

Brief guidelines designed to alert teaching faculty to copyright issues. (also adopted by the College of Nursing and College of Pharmacy)

**Appendices: Summaries of copyright law and guidelines**

- **Appendix A.** Basic Copyright Law - 17 U.S. Code 102
  Copyright from the code

- **Appendix B.** Fair Use - 17 U.S. Code Section 107

- **Appendix C.** Exemptions
  Teaching Exemption - 17 U.S.Code 110(1)
  Library Exemptions (17 U.S. Code 108)

- **Appendix D.** Guidelines
  Educational Fair Use Guidelines for Digital Images
  [http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm](http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm)
  Guidelines for Classroom Copying of Books and Periodicals
  [http://www.utsystem.edu/ogc/intellectualproperty/clasguid.htm](http://www.utsystem.edu/ogc/intellectualproperty/clasguid.htm)

- **Appendix E.** Institutional Responsibilities of UAMS
For questions and assistance, please contact the Library Assistant Director (Jan Hart, Ed.D., 686-6751, hartjanicek@uams.edu). Questions requiring additional attention will be forward to designated UAMS counsel. UAMS faculty, students, and staff are directed to the University of Texas System Crash Course in Copyright http://www.utsystem.edu/ogc/intellectualproperty/cprtindx.htm for detail discussion of copyright issues.
Academic Computing

The UAMS Office of Academic Computing works in collaboration with the other Academic Affairs departments, the administrators and staff of the colleges and ancillary support services, as well as UAMS IT to plan, develop, and maintain services and facilities to support the use of information technology for education and academic information management.

Academic Computing provides support of computer labs for word processing, email, Internet access, etc. as well as computer-based instruction and exams; assistance with production and administration of computer-based exams; technical support of web-based distance learning platforms; services for preparing and scoring paper-based exams; support for course and faculty evaluations; and academic applications development and support.

The Academic Computing Advisory Committee, comprising associate deans of the colleges, directors of other service units related to the use of IT resources for education, serves to represent, at a high level, Academic Computing's constituency. The committee provides a forum for discussion of issues related to Academic Computing services and resources and development of recommendations on policies and priorities.

Academic Computing staff serve on a variety of UAMS committees dealing with planning and development of IT resources for academic purposes. The director and other staff also participate on advisory committees for other units and on committees related to the planning of campus-wide UAMS IT resources.

More Information

Office of Academic Computing
University of Arkansas for Medical Sciences
4301 W. Markham Street, Slot 620
Little Rock, AR 72205
Phone: (501) 686-5477
Fax: (501) 686-8341
Clinical Skills Center

Assessment

The Clinical Skills Center has developed a collection of clinical cases that utilize standardized patients to assess medical, pharmacy, and nursing students, and health related professionals in taking

- a history
- performing a physical exam
- communicating with the patient
- determining a differential diagnosis
- developing a treatment plan.

A major area of interest is the patient and health professional relationship with detailed feedback on the adequacy of these skills. This approach to assessment can be tailored to match the needs of other professionals.

Teaching

Activities concentrate on the use of standardized patients and video technology to teach the following skills

- basic interviewing
- history examination
- physical taking
- clinical decision making

Skills are taught at a variety of levels--from first-year medical student to senior resident.

Development

We assist the various health professional colleges to develop programs utilizing the Clinical Skills Center and standardized patients.
Office of Academic Services

The Office of Academic Services coordinates support services to faculty, staff and students in the four UAMS colleges, graduate school and University Hospital. Support Services provided are related to classroom/laboratory teaching, distance learning and teleconferencing.

Academic Services is composed of six support divisions: Room Scheduling, AudioVisual Services, Laboratory Support, Telecommunications, Biomedical Building Management and Instrumentation Repair.

For information concerning the Office of Academic Services, please contact Dr. Kenneth Wagner via email at: wagnerkennethp@uams.edu

Our room schedule calendar is only a mouse click away.

Click Calendar now!
About OED

The mission of the Office of Educational Development is to improve teaching and learning at the University of Arkansas for Medical Sciences. To this end the office provides consultation to teachers and learners on the teaching and learning methodologies that have been shown to be effective and efficient. Faculty in the office work collaboratively with the faculty and administrative staff at UAMS to develop and evaluate new educational programs and the appropriate teaching and learning methods. In addition to providing consultation and collaborative development, the office manages several support areas that relate directly to the teaching and learning processes throughout the campus.

The Office of Educational Development is currently located in Shorey G/305, Jeff Banks JB330/332, and Jeff Banks Student Union JB2U06. The Shorey offices are across the hall from the Shorey elevators on the Ground Level, around the corner from the cafeteria. The Jeff Banks offices are on the 3rd Floor, one floor up from Student Activities room and Clinical Skills Center. The Jeff Banks Student Union Offices are across from the ballroom.

If you have questions or comments about this page please contact Anna Moses.

Office of Educational Development
University of Arkansas for Medical Sciences
4301 W. Markham St., #595
Little Rock, AR 72205
Welcome to the UAMS Library

The UAMS Library is open for anyone seeking health information or researching biomedical information. Although there are many free online resources, access to licensed resources is restricted to UAMS faculty, staff, and students. For additional information, please check out:

- Welcome to Visitors to the UAMS Library
- Health Information for the Public

Library News

- More News to Come

Library Special Feature:

Psychiatry Online to PDA

Psychiatry Online features ebooks, practice guidelines, journals, and self-assessment tools. The online subscription to Psychiatry Online allows you to download any section of the selected publications to a PDA. To use this feature, choose "My PsychiatryOnline" from the site and follow the instructions. Before installing content, you will need to sign-up for a personal account and download free Mobipocket reader software available from the website.

You can now download the entire DSM-IV-TR Classification to your PDA. Click here for the download link: http://www.psychiatryonline.com/resourceTOC.aspx?resourceID=1.

Upcoming Event

SCC/MLA 2005 Meeting

The UAMS Library and other Arkansas, Health Sciences librarians are hosting the 2005 SCC/MLA Meeting October 22nd - 26th. For more information please visit the 2005 Meeting Web Site.
Welcome to the UAMS Library
Learning Resource Center (LRC)

The UAMS Library Learning Resource Center (LRC) is available to support the pursuit of education by UAMS students.

The LRC computers are available for the following purposes:

- Students using the LRC's educational programs or taking tests
- Students using Microsoft Office for educational use
- Students using the Internet or checking Email for educational purposes

LRC News and Announcements

- The LRC has added two online forms to make it easier than ever for instructors to make requests for testing in the LRC or reserve the Instructional room for classes and training. Check under "Links for Faculty."

Exam Sign Ups Available in the LRC

- None

    Begins:
    Ends:

Reviews Available in the LRC

- Microanatomy Quiz 1

    Begins: Wednesday, October 19, 2005
    Ends: Friday, October 21, 2005 at 5pm
    Review available on the LRC Computers
The Teaching and Technology Resource Center

The Teaching Resource Center is sponsored by the Teaching with Technology Committee (formerly the Self-Directed Learning Program (SDLP)). The Teaching with Technology Resource Center (Teaching Resource Center or TRC for short) is a place for UAMS faculty to use an assortment of up-to-date equipment and software with help and guidance of skilled LRC staff members. The Teaching and Technology Resource Center has evolved from the Faculty Development Room that was created in 1992 to honor of Dr. Horace Marvin.

The Teaching Resource Center consists of six different stations to meet the user’s needs. The most common functions are digital video editing, scanning and digital image editing, web development, and desktop publishing. However, there are several other programs available such as Impatica, Adobe Acrobat Professional, and Remark optical-mark-recognition software.

The Teaching Resource Center is located on the third floor of the UAMS Library and is available to UAMS faculty and their staff during the hours the Library is open. No appointments are necessary to use this room. Feel free to come by and let us show you what is available!

Video Editing Station

A Mac G4 with a dual processor able to handle digital videos up to two hours long. There is a Sony Digital Mini-recorder that allows standard VHS material to be converted to digital format for editing in iMovie. Movies can then be rendered into a Quicktime file to be burned to a CD, or set up with scenes and chapters and burned to a DVD. (Please note that we are installing a Superdrive that would allow for DVD burning in the near future.)

Multiple Slide-Scanning Station

A Mac G4 computer that is also capable of digital video editing. In addition, this computer is also connected to a Nikon Super Coolscan 8000 that is used to scan 35mm slides and photo negatives into digital format. This computer is equipped with software so the user can edit the scanned image if necessary. This computer also is equipped with a Superdrive that will allow CDs and DVDs to be burned.

“Catch All” Station

Here the user can quickly scan and edit images; Impaticize PowerPoint presentations for easy distribution or create multimedia PowerPoint presentations with video as well as narration using Impatica on Cue; create PDFs using Adobe Acrobat; develop tests or surveys using Perception; or create a webpage using Macromedia Dreamweaver. Soon this station will also be capable of capturing and editing slides being viewed on the microscope.

Desktop Publishing Station

Make snazzy documents for publication or distribution using Publishing software. The audience response system software CPS (Classroom Performance System) is also loaded here.

High Quality Scanning Station

A Mac G3 computer running OS9, an AGFA scanner, and a Polaroid single slide scanner. Here a user can scan images that require a higher quality for publication or archival purposes on the AGFA scanner and 35mm slides and photo negatives on the slide scanner. All scanned images can then be edited using image editing software. There is an external CD burner available as well.

http://www.library.uams.edu/services/trc.aspx
Remark Station

This station is available for scanning paper surveys/questionnaires in order to manipulate data for reports. Using Textbridge Pro OMR (Optical Mark Recognition) software the user is able to achieve the goal of digitizing collected data into reports that can be manipulated.

Programs available in the Teaching Resource Center:

Adobe Creative Suite

- Acrobat Professional
- Photoshop
- InDesign

Adobe Photoshop versions 6 and 7
Impatica
Perception
iMovie
iDVD
iTunes
iPhoto
Microsoft Office

Macromedia

- Dreamweaver MX
- Fireworks MX

Last Updated: 01/07/2005
RESOURCES

Resources

- Social Work Department
- Research Your Health Topic
- Patient Stories
- Ask Dr. Lowe
- Parenting in Arkansas
- Health eKids
- ACHiever
- Video Library
- Center for Effective Parenting
- Immunizations
- Product Recalls

Arkansas Children's Hospital, 800 Marshall St., Little Rock, AR 72202-3591, (501) 364-1100 or TDD (501) 364-1184

ACH is a tobacco free campus.

Public Notice | Joint Notice of Privacy Practices | Terms & Conditions of Use | Site Index

About ACH | Your Visit to ACH | Community Outreach Programs
Medical Services | Career Opportunities | Volunteer Opportunities
ACH Foundation | Press Room | Resources | Kids Only | Contact Us

Copyright 1999 - 2005 Arkansas Children's Hospital
Designed by ARISTOTLE®

http://www.archildrens.org/resources/
Welcome to the Clinical Computer Training Center

The Clinical Computer Training Center, Clinical Programs Education Department, is responsible for training UAMS staff and students on computer programs used at UAMS. We provide training in basic computer skills, SAP, Microsoft Office programs and hospital specific computer programs.

**IMPORTANT NOTICE**

Course Offerings to Change January 1st

View Details

If you need help on the Web Enrollment, please contact CCTC at 686-8966 or by email at cctc@uams.edu.
Welcome to UAMS Creative Services

Order UAMS 2005 Graduation Memories Packages

View your photo and order portrait packages

Order Form (pdf format)

Introducing the New AP Stylebook Guidelines for UAMS

Creative Services wants to provide you, our client, with a letter-perfect job every time you visit us. To do that, our professional editor reviews every item that is designed or to be printed by Creative Services. We employ rigorous proofing and editing procedures to ensure that our products and printed items contain copy of the highest standards.

The Associated Press (AP) guidelines for grammar, punctuation and writing style have been adopted for the University of Arkansas for Medical Sciences (UAMS). The intent of using a common style for UAMS is to help achieve a consistency in writing across the entire university and hospital. Written communications will be clearer, and the UAMS brand will be protected.

The writing style of the Associated Press has been termed “the gold standard of news writing.” The Associated Press Stylebook provides a uniform presentation of the printed word which helps to clarify many aspects of writing, so that copy written anywhere is understandable everywhere.

If you have questions regarding the use of UAMS style, please contact Creative Services at (501) 686-5570.

Have you ever wondered...?

What is the correct spelling of "e-mail"?

Which is more acceptable? “Dr.” or “DR”?

Is it ok to abbreviate addresses?

Should there be an apostrophe in master's degree?

Find the answers in the AP Stylebook Guidelines from Creative Services.

Your full service media production department, right here on campus.

We are dedicated to providing all members of the UAMS community with the best media related products available at a cost that is reasonable and in a location that is convenient and friendly. Services are available to all UAMS faculty, staff and students.

Helpful Web Features

- Free approved commonly used logos ready to download
- Free UAMS specific PowerPoint templates
- Free campus photographs available at PowerPoint resolution
- Order business cards and other stationery items on-line

http://creativeservices.uams.edu/default.asp

11/3/2005
New Classes

- We have redesigned our classes to make them a more efficient use of your time.

Here is a partial listing of our services. Please call or e-mail us if you have any questions about this or any other media related matter.

Printing Services

- Course syllabi printing
- High speed Xerographic printing
- Offset color printing

Imaging Services

- Copy slides to CD-ROM
- Photographic restoration of historic images
- Medical/clinical photographers available 8-5
- Public relations and editorial photographers available 24/7
- Student and staff application, passport and immigration photos

Graphic Services

- Business card, Letterhead, Invitation, Envelope, notepad design and production
- Scientific posters up to 42"x 10' produced on-site

Television Services

- CD and DVD duplication
- Single or multiple camera event recording

Web Design Services

- Create web-based databases
- Produce multimedia projects
- Design, produce and maintain Web sites

Call 686-5570 for more information.
Fax: 686-8346 - Main Office
Everyone has problems at one time or another. Problems, like people, come in all sizes, types, intensities, and can come at any time. Problems sometimes start small, but can grow and spread to other areas of a person’s life, threatening a marriage, a career or both. Arkansas Employee Assistance Program (AEAP) provides counseling, information and referral (if indicated) for employees (including their spouses and dependents) who experience some form of personal distress. AEAP also has a management consultation component that addresses workplace wellness, consultation over workplace issues, and training.

- Short-term, individual and family counseling
- Individual life skills training
- Life/Career coaching
- Wellness training
- Referral/resource assistance

We can help with any of the following:

- Stress management
- Grief/bereavement
- Personal/emotional concerns
- Life Balance
- Anger management
- Work-related issues
- Relationships
- Substance Abuse
- Eldercare

Organizational Services

Organizations, like individuals, are challenged to stay healthy and productive. We believe people are the most important assets of a company; therefore, AEAP helps supervisors, managers and employees trouble shoot for potential problems, as well as, identify areas of potential growth. Employees are most productive when they enjoy their work environment; therefore, AEAP provides training and educational programs to improve the overall health and wellness of the organization.

- Supervisor Consultation
- Strategic Planning
- Team Building
- Supervisors’ Training
- Leadership Development

http://www.uams.edu/eap/
**Employee Health/Student Preventive Service**

**Student Health Services**

EH/SPHS provides the following services at no cost to the student:

- Establishment and maintenance of an immunization record
- Tuberculosis skin test
- Measles/Mumps/Rubella (MMR) vaccine
- Tetanus/Diphtheria vaccine
- Hepatitis B vaccine series
- Post-vaccination Hepatitis B antibody testing
- Varicella vaccine series
- Influenza vaccine
- Health Risk Appraisal questionnaire
- Care of needlesticks and blood/body fluid exposures

Call 686-6565 if you have questions regarding our services.

EH/SPHS is located in the Family Medical Center at 6th and Elm streets, across from the Jones Eye Building. EH/SPHS has a separate entrance off of the parking lot. The clinic is open 8 AM to 4:30 PM, Monday through Friday. A satellite clinic is located on the 8th floor of the hospital. The satellite clinic is open 7:00 AM to 4:30 PM, Monday through Friday, and the second Saturday of every month from 7:00 to 11:00 AM. Both locations are closed on holidays.

An appointment is not necessary at either clinic.

**FAMILY MEDICAL CENTER**

The Family Medical Center (FMC) is conveniently located on the UAMS campus on the corner of 6th and Elm streets. The FMC offers medical care to students and their families who choose one of our Family Practice Physicians as their PCP. The FMC offers a full range of Primary Care including women’s health, newborn, pediatric and adult care.

**Appointments may be made by calling 686-6560.**

When calling, please identify yourself as a UAMS student to receive preference in scheduling.

Students under the UAMS student insurance plan, QCA, are responsible for the copayment at the **time of check-in** at the FMC. Students who have insurance other than QualChoice of Arkansas are responsible for any deductibles or copayments associated with their insurance.

Call 686-6565 and ask to speak with a manager if you have questions regarding service or billing.

Needlestick/Sharps Injuries and Blood/Body Fluid Exposure Policy
UAMS Fitness Center

Find Yourself
Start TODAY!

This fitness center is a commitment of UAMS to its employees and significant others to improve individual health and well-being by starting – and continuing – a regular exercise program.

A new YOU is not only possible, it can be reality. YOU can improve your health and well-being...right here at UAMS.

YOU are invited to stop by the 8th Floor of the College of Public Health building and check out the cutting-edge employee and student fitness facility.

While viewing the facility, be sure and pick up information on the UAMS wellness program, Stephens Spine Center pool, and Center on Aging fitness center. When you join the UAMS facility, you have access to ALL THREE at no additional cost.

The facility is open around the clock, 24 hours, seven days a week, with key card access for YOUR convenience.

Get Healthy UAMS "Find Yourself" Stories
Get Healthy UAMS "Find Yourself" Contest Winners
Anniversary Party Drawing Winners
Anniversary Celebration Sponsors
Ten Week Running Program
2005 Employee Wellness Screening Results
Susan G. Komen Race for the Cure

UAMS Fitness Center
4301 W. Markham St., #838 Little Rock, AR 72205
phone 501-526-2222  fax 501-526-7672
gethealthy@uams.edu

http://www.uams.edu/gethealthy/
**IT Tech Support Center**

**686-8555**

The IT Tech Support Center is the first point of contact for computer-related questions or problems for all UAMS employees. The Tech Support Center offers the advantage of dialing one telephone number for assistance with any computer-related problem.

Our main goals are:

- To provide an immediate answer to questions or problems when possible and assign it to the appropriate computing group when no resolution is immediately available.
- To track all calls administratively from initial call/assignment to completion and make certain that every problem/complaint has been resolved.

**About Us...** find out about the consultants that are assisting you.

**HEAT 8.03 Project** - Improvements to help us better service our customers!
Welcome.

New!

*A new bus shelter has been installed at the West end of Lot #5 at War Memorial Stadium.*

**Parking Application Status**

(Click the link above to check the status of your parking application)

**War Memorial Stadium Parking Lot Overflow Information**

In the event the main lot at War Memorial Stadium is full, overflow parking is available on the West side of the stadium and on the West side of the Community Punishment Center. For a map of overflow area, click below.

**Stadium Overflow Map**

---

**Online Customer Service Survey**
ATTENTION

The UAMS Parking Operations Department has extended the hours of the East Deck visitor parking area. Consistent with the North Deck, a booth attendant will be on duty until 10:30 P.M. Monday through Friday. If you have questions please contact the UAMS Parking Office at 686-5856.

Welcome to the Parking Operations Website at the UAMS Medical Center. It is our objective to provide parking and assistance to faculty, staff, students, patients, their families, and visitors to our campus. The series of photos above show construction phases of the East Parking Deck which opened September 1st, 1999.

This $9.2 million dollar expansion has added another 900 parking spots to the campus community. If you would like to apply for a spot on the East Deck, North Deck, or any of our other lots, please look under the Applications & Forms section listed above. Thanks for dropping by our website.

Thanks,

John Stidham
Director

PLEASE NOTE: Some of the forms found within this website were saved using the Adobe Acrobat program. In order to view them you must have the Acrobat Reader loaded on your computer. If you are unable to view a document, you will need to Download the reader. For more information about Adobe Acrobat 4.0, contact Adobe Systems.
Welcome to the Department of Telecommunications at the UAMS Medical Center. We are here to provide reliable and timely service in the areas of telephones, cabling, and paging. Our organization takes pride in making sure our customers can count on us to keep their communication systems working.

Within this web site you should be able to research products, request service, get telephone and voice mail instructions and use one of many phone directories.

Send us any suggestions you have for items you would like added to this site. It is meant to be a tool to make your job easier.

Thanks,

Holly Naramore
Director

PLEASE NOTE: Some of the forms found within this website were saved using the Adobe Acrobat program. In order to view them you must have the Acrobat Reader loaded on your computer. If you are unable to view a document, you will need to Download the reader. For more information about Adobe Acrobat 4.0, contact Adobe Systems.
Professional Staff Office

The Professional Staff Office (PSO), located on the 2nd floor of the Child Study Center (CSC) at UAMS Medical Center, has five staff members and two primary functions.

Credentialing

The PSO is responsible for maintaining JCAHO and NCQA compliance while obtaining, verifying, and monitoring the credentialing and privileging information on all members of the hospital Medical Staff and Affiliated Health Professional Staff.

Enrollment

Once the applicant meets credentialing requirements and is granted privileges, the PSO will notify the hospital departments of the new practitioner. The PSO Provider Enrollment Coordinators complete all required documentation to enroll UAMS practitioners in Medicare, Arkansas Medicaid, Out of State Medicaid plans, and all other contracted health plans.

Seated: Mary Reed, Administrative Assistant, 686-8509
Cheryl Starnes, Director, Medical Staff Organization, 686-6328
Standing: Diana Sorce, Assistant Director, 526-4249
Sandra Hatley, Credentialing Coordinator, 686-8977
Shavada Harris, Provider Enrollment Coordinator, 603-1278
Vivian Phillips, Out of State Medicaid Provider Enrollment, 603-1528

http://www.uams.edu/managedcare/professional_staff.asp 11/3/2005