



Atlantic Regional Training Centre

Master of Applied Health Services Research Program - Professional Stream

Student Handbook

2024-2025

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Section 1: Important Dates and Information

***Dates for the last class and when courses must be dropped vary among universities. Check the university calendar of the relevant university or with your professor for the correct dates. University breaks will be set according to the dates for the instructor's campus.**

Table 1

| Date | Fall 2024 Semester |
|--------------------|--|
| September 6 2024 | Orientation for First Year Students (virtual), 1:00-3:00PM |
| September 9 2024 | Fall Semester Start Date: All campuses See Table 2 for the start date for your individual course |
| December 9-10 2024 | MAHSR-P Graduate Student Workshop (virtual), 10:00AM - 4:00PM (both days) |
| Date | Winter 2025 Semester |
| January 8, 2025 | Winter Semester Start Date |
| April 11-12, 2025 | MAHSR-T Graduate Student Workshop (in-person) |
| Spring 2025 | MAHSR-P Practicum |

Table 2: Class Schedule*

| Fall Semester | | | Winter Semester | | |
|-------------------------|--|----------------------|---------------------------|--|---|
| Day | Course | Instructor | Day | Course | Instructor |
| Mon 4:00-7:0 0pm | AHS 6005/MED 6288 Policy and Decision Making Starts Sept 9 2024 | Rick Audas (MUN) | Mon 6:00-9:0 0pm | AHS 6009/MED 6295 Advanced Quantitative Methods | Timur Ozbilir (UNB) |
| | | | Mon 2:00-5:0 0pm | AHS 6801/MED 6013: Special Topics Leadership Fundamentals in Applied Health Services | Steven Smith/ Tom Brophy (SMU) |
| | | | Tues 1:00-4:0 0pm | AHS 6012/MED 6283 Big Data Research and Analytics in Health Care | Instructor: Rick Audas (MUN) |
| Tues 2:00-5:0 0pm | AHS 6001/MED 6282 Canadian Health System Starts Sept 10 2024 | Emily Doyle (MUN) | Tues 4:00-7:0 0pm | AHS 6011/MED 6136 Indigenous Health | Katelynn Carter- Rogers (SMU) |
| | | | Wed 9:30am- 12:30pm | AHS 6008/MED 6294 Advanced Qualitative Methods | (UPEI) |

| | | | | | |
|--|---|---------------------------|--------------------------|---|--|
| | | | Wed 2:00-5:0 0pm | AHS 6001/MED 6282 Canadian Health System | Emily Doyle (MUN) |
| Wed 12:30-3: 30pm | AHS 6000/MED 6285 Introduction to Health Services Research Starts Sept 11 2024 | Bill Montelpare (UPEI) | Wed 3:30 – 6:30 pm | AHS 6008/MED 6294 Advanced Qualitative Methods | (UPEI) |
| *Thurs 11:00-2: 00pm *if second section needed | AHS 6004/MED 6290 Determinants of Health Starts Sept 12 2024 | Summer Wood (UNB) | Thurs 2:00-5:0 0pm | AHS 6007/MED 6293 Knowledge Transfer and Research Uptake | Lucie Kocum (SMU) |
| Thurs 4:00-7:0 0pm | AHS 6004/MED 6290 Determinants of Health Starts Sept 12 2024 | Summer Wood (UNB) | Thurs 4:30-7:3 0pm | AHS 6011/MED 6136 Indigenous Health | Katelynn Carter- Rogers (SMU) |
| All Times in Atlantic | | | | | |

| Table 3: Seminar Schedule - All times in Atlantic Standard Time | | |
|--|--|---|
| Seminar #1: | Welcome and Welcome Back: Meet some Grads | Sept 20/24 2:00 - 3:30 p.m. |
| Seminar #2: | Conducting an effective literature search (Each seminar will be conducted through your university library.) (Required for first-year students only; optional for second-year students) | Oct 18/24 2:00 - 3:30 p.m: Date to be finalized. We will arrange with your campus librarian |
| Seminar #3: | Research Data Centre (RDC) | Nov 15/24 2:00 - 3:30 p.m. |
| Seminar #4: | AI and Chat GPT in Graduate School: Opportunities and Pitfalls: Heather Sanderson | Jan 17/25 2:00 - 3:30 p.m. |
| Seminar #5: | Writing your thesis: Dr. Jennifer Taylor | Feb 14/25 2:00 - 3:30 p.m. |
| Seminar #6: | An Ethical Toolbox for Health Services: Glen Melanson | Mar 14/25 2:00 - 3:30 p.m. |

Section 2: About the Atlantic Regional Training Centre (ARTC)

The [Atlantic Regional Training Centre \(ARTC\)](#) is a collaborative venture among four Atlantic Canada universities - Memorial University, the University of New Brunswick, the University of Prince Edward Island, and Saint Mary's University. The objectives of the ARTC are to:

- Provide graduate education at the master's level in the area of applied health services research from an interdisciplinary perspective;
- Advance reciprocal arrangements between academic communities and decision-maker organizations which facilitate the use of evidence in policy decisions affecting the health of Atlantic Canadians;
- Create a platform where interchanges between decision-makers and health researchers from academic communities can generate policy-relevant research.

Each university has a Program Lead, who is responsible for program administration at each site. Program Leads form the ARTC Management Team, for which Dr. Jennifer Taylor serves as Chair.

University of Prince Edward Island

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MAHSR Program Manager

Nenyo Kwasitsu

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Section 3: The Master of Applied Health Services Research (MAHSR) Program - Professional Stream

The ARTC, through its four interconnected sites, now offers the Master of Applied Health Services Research Professional (MAHSR-P) program. This advanced degree program accepts students from interdisciplinary backgrounds and prepares them with the necessary skills and knowledge to investigate complex issues facing healthcare decision-makers. The Master's Degree is normally a full-time one-year program. Students interested in completing the program on a part-time basis should contact their program leads or the MAHSR program manager for more information.

The Master's in Applied Health Services Research Program - Professional Stream consists of:

- Eight online courses - four required courses, four elective courses
- Fall, Winter and Spring online seminars (September-April- approximately 12 seminars)
- A two-day interactive virtual graduate student workshop
- Practicum or Capstone Project

Section 3.1: Program Objectives

Graduates from the MAHSR-P Program are expected to achieve the following learning objectives:

- Undertake health services research;
- Design, supervise, and evaluate research projects;
- Critically evaluate health services research literature;
- Employ innovative approaches in health services research through understanding diversity in decision-making environments and processes;
- Communicate health research issues and results clearly and responsibly to decision-makers, academics, professionals, and to the general public; and
- Integrate and synthesize health services research results across disciplines

Section 3.2: Career Opportunities

Graduates of the MAHSR-P program typically find work in policy development, program development, or research. Graduates of the MAHSR program include:

- Laurissa Handren, Quality and Risk Consultant, Health PEI
- Tamara Vessey, Primary Care Renewal Lead Consultant, Health PEI
- Olukorede Esan, Health Promoter, Nova Scotia Health Authority
- Keri Harvey, Harvey Safety Culture Consulting
- Ghader Dargahi Abbasabad, Public Health Researcher
- Adrienne Gulliver, MSSU Clinical Research Assistant
- Tanisha Wright-Brown, PhD Pharmacy student
- Queen Jacques, PhD student
- Kate Tucker, Medical Student

Section 4: MAHSR-P: Program of Study

The program of study for the MAHSR degree includes a prescribed sequence of courses, workshops, practicum, and thesis research, completed over a period of two years for full-time students.

The program of study for MAHSR-P students:

Students complete four required courses, four elective courses, a two-day interactive virtual workshop at the end of the Fall semester of the first year of study and a practicum or capstone project. All students are required to participate in monthly seminars throughout the Fall and Winter semesters. Students in the MAHSR-P are not required to complete a thesis.

Required Courses:

- AHS 6000/MED 6285: Introduction to Health Services Research
- AHS 6001/MED 6282: Canadian Health System
- AHS 6004/MED 6290: Determinants of Health

At least one of the following:

- AHS 6008/MED 6294: Advanced Qualitative Methods
- AHS 6009/MED 6295: Advanced Quantitative Methods

One of the following:

- AHS 6120/ MED 6298 MAHSR Practicum
- AHS 6099/MED 6299 Capstone Project

Elective Courses:

4 electives from the following including:

- One of AHS 6005/MED 6288: Policy and Decision Making
- AHS 6801/MED 6013: Special Topics: Leadership Fundamentals in Applied Health Services
- AHS 6110: Special Topics
- AHS 6007/MED 6293: Knowledge Transfer and Research Uptake
- AHS 6011/MED 6136: Indigenous Health
- AHS 6012/MED 6283 Big Data Research and Analytics in Health Care

If you have any questions about your program, please contact Nenyó Kwasitsu (nenyo.kwasitsu@smu.ca) or Jennifer Taylor (jtaylor@upei.ca) (Chair).

Section 4.1: MAHSR Courses

All MAHSR courses are 12 weeks long and delivered online using the learning management system Brightspace, hosted by Memorial University. Each semester, students will be added to their online courses based on program requirements and/or the electives they have chosen. It is the student's responsibility to ensure they have internet access, a computer or laptop, a microphone, and speakers or headphones to participate in weekly lectures fully. Brightspace will also be used for assignment submissions and student presentations. Courses are found here: <https://www.mahsr-artc.org/current>. If students experience technical difficulties at any time, they can contact IT support at <https://www.citl.mun.ca/support/>. For full course descriptions, please visit <https://www.mahsr-artc.org/current>.

Section 4.2: MAHSR: Course Information and Registration

To be registered for MAHSR courses, you need to first register at your home university. This is needed to ensure that grades will be recorded by your program lead.

The content of each course, however, will be accessed through Brightspace, an online learning management platform located at Memorial University. The program leads at each university will submit your name to the program manager, and you will be sent a code to access that platform and view your course materials. Students are also encouraged to submit their course registrations to the program manager. Course codes for registration purposes differ between the four sites. Refer to the table below when registering for your courses each semester:

| COURSE REGISTRATION | | | | |
|---------------------|--|------|-----|--|
| | Course number and name | | | Course number and name |
| | UNB | UPEI | SMU | MUN |
| Semester 1 | AHS6000: Introduction to Health Services Research AHS6004: Determinants of Health AHS6001: Canadian Health System AHS6005: Policy and Decision-Making 2-Day Virtual Workshop | | | MED6285: Introduction to Health Services Research MED6290: Determinants of Health MED6282: Canadian Health System MED6288: Policy and Decision-Making |

| | | |
|------------|---|---|
| Semester 2 | <p>AHS6008: Advanced Qualitative Methods OR</p> <p>AHS6009: Advanced Quantitative Methods</p> <p>AHS6007: Knowledge Transfer and Research Uptake</p> <p>AHS 6801/Special Topics: Leadership Fundamentals in Applied Health Services</p> <p>AHS6011: Indigenous Health</p> | <p>MED6294: Advanced Qualitative Methods</p> <p>MED6295: Advanced Quantitative Methods</p> <p>MED6293: Knowledge Transfer and Research Uptake</p> <p>MED 6013: Special Topics: Leadership Fundamentals in Applied Health Services</p> <p>MED 6136 Indigenous Health</p> |
| Semester 3 | <p>AHS6120: Practicum Placement or AHS6099 Capstone</p> | <p>MED 6298 (Practicum)</p> <p>MED 6299 (Capstone Project)</p> |

Section 4.3: Online Seminars

During the fall and winter semesters of Year 1, six mandatory online seminars will be held. These mandatory seminars will include information about thesis and/or report writing, professional development, and health research in action. All seminars will be recorded so that students who cannot attend due to illness can watch them later.

Section 4.4: Graduate Student Workshop

The MAHSR-P workshop is held in December and is virtual. Attendance and participation are mandatory. The workshop will bring students together to offer additional training. It features guest speakers from the health research and policy field, with a focus on practitioners. There may also be opportunities to network with previous program graduates and critical stakeholders in the sector.

Section 4.5: Practicum Placement or Capstone Project

In the third semester, students can have either a practicum placement with an approved decision-making organization or work on a capstone project. Students are required to communicate their choice with their program lead and the manager. The goal of the practicum

placement is to provide students with the opportunity to gain practical experience in the field of health research and to put their classroom skills to use. Past placement organizations have included Eastern Health in St. John's, the New Brunswick Department of Health and Wellness, Veterans Affairs Canada in Prince Edward Island, McGill University, and Saint Mary's Hospital in Halifax. Practicum placements must be a minimum of 240 hours in duration. Students should communicate with their program leads and the program manager as indicated in the Practicum Handbook in early December.

A capstone project is a multifaceted academic experience typically undertaken by students in the final year of their academic program. This comprehensive and interdisciplinary project requires students to apply the knowledge and skills they have acquired throughout their studies to address real-world problems or issues.

Capstone projects vary widely in form, including research papers, special topics, case studies, creative works, internships, and field placements. They are designed to challenge students to think critically, solve complex problems, and demonstrate their readiness for professional work in their field. Often considered a highlight of a student's academic journey, capstone projects provide valuable experience and skills for future endeavors.¹

¹ <https://www.nu.edu/blog/what-is-a-capstone-project/>

Section 5: ARTC (MAHSR) Program Policies and Regulations

Section 5.1: Course Grading

Grading for all MAHSR courses will conform to the overall grading regulations in place at the student's home university.

See the table below:

| Grade | UNB | UPEI | SMU | MUN |
|--------------|------------|-------------|------------|------------|
| A+ | 90-100 | 91-100 | 90-100 | |
| A | 85-89 | 85-90 | 85-89 | 80-100 |
| A- | 80-84 | 80-84 | 80-84 | |
| B+ | 77-79 | 77-79 | 77-79 | |
| B | 74-76 | 74-76 | 73-76 | 65-79 |
| B- | 70-73 | 70-73 | 70-72 | |
| C+ | 65-69 | 67-69 | 67-69 | |
| C | 60-64 | 64-66 | 63-66 | 55-64 |

Section 5.2: Course Failures

The definition of a course failure differs between the sites: the minimum passing grade at UNB and UPEI is B-, and at MUN and SMU it is B. Students who fail to achieve these minimum grades for any MAHSR course will be required to retake that course to complete the program successfully. Failure to pass a retake will result in the removal of the student from the program.

Section 5.3: Plagiarism

Plagiarism is a serious academic offence that could have serious consequences ranging from the loss of credit to the revocation of a degree. The ARTC policy on plagiarism is that a student who commits such an offence will be subject to the academic regulations regarding plagiarism at the site where the student is registered.

Artificial Intelligence (AI) is a powerful tool that is being used within academia. It is crucial for you to understand the ethical implications of using AI, particularly when it comes to avoiding

plagiarism. While AI can assist you in creating reference lists and outlines, , it is essential to ensure that you use it ethically and responsibly.²

Here are a few key points to keep in mind:

1. **Understanding AI Tools:** Before utilizing AI tools for your research or assignments, it is important to familiarize yourselves with how they work. Knowing the capabilities and limitations of these tools can help you use them effectively while avoiding unintentional plagiarism.
2. **Proper Citation and Attribution:** Whenever you use information or ideas from external sources, whether human-authored or AI-generated, it is imperative to provide proper citation and attribution. This includes citing sources correctly and acknowledging any AI assistance you may have received.
3. **Critical Thinking and Originality:** While AI can assist you in generating papers, it is essential to maintain your critical thinking skills and strive for originality in your work. You should use AI as a tool to enhance your ideas and understanding, rather than relying solely on it to produce papers.
4. **Plagiarism Detection:** You should also be aware that institutions often use plagiarism detection software to ensure academic integrity. These tools can identify similarities between your work and existing sources, including content generated by AI. Therefore, it is essential to be transparent about the use of AI in your assignments and properly cite any AI-generated content.

Section 5.4: Student Grievance and Appeal Procedures

A student may dispute matters of academic standing. Students who wish to raise questions or register a complaint about matters of academic standing are encouraged to first communicate such concerns with the appropriate course instructor and/or the site-specific ARTC program lead, who may seek a review under formal procedures. Site-specific academic regulations and policies will be followed.

Students are bound by the policies at their home university, which may differ between the sites. Although several important policies are highlighted below, students should contact their university's School of Graduate Studies for an exhaustive list.

Section 5.5: Financial Assistance

The ARTC does not provide funding (tuition, student fees, or scholarships) to students accepted into the professional program.

² McAdoo, T. (2023, April 7). How to cite ChatGPT. APA Style. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Section 5.6: Accessibility

Accessibility is a shared value among all ARTC universities. If you experience a barrier to full participation in this program, please reach out to your instructors individually and/or your Program Lead. You may also wish to access your local campus, which can assist you with accessibility solutions tailored to your needs.

Fred Smithers Center at Saint Mary's University

<https://smu.ca/campus-life/fred-smithers-centre.html>

Accessibility Center at the University of New Brunswick

<https://www.unb.ca/fredericton/student-services/academics/accessibility/>

Blundon Center at Memorial University

<https://www.mun.ca/student/new-student-experience/access.php>

University of PEI Accessibility Services

<https://www.upei.ca/accessibility>

Section 5.7: Student Mobility

Although students normally base themselves at a specific ARTC university site during the course of their studies, the ARTC recognizes the potential value of providing access to resources at other ARTC sites (e.g., library and other research resources, faculty members with specialized expertise, etc.), where such access would facilitate individual students' research. To that end, participating ARTC universities have agreed to provide access to specific university resources at no additional cost to students who wish to undertake a portion of their studies as visiting graduate students at another ARTC site. Program leads facilitate student access at their campus.

Section 5.8: Student Leave of Absence

Registration in the MAHSR-P program is normally continuous for the full duration of the program. However, under extenuating personal or professional circumstances, students may apply for a temporary leave of absence to interrupt their studies for a defined period. Students wishing to apply for a leave of absence should provide a letter of application to the program lead at their home university, outlining their specific request and the expected duration of the proposed absence. Leaves are reviewed and approved by the Faculty of Graduate Studies at the student's home university and are typically restricted to one per student.

Section 5.12: Continuance Fees

Students who do not complete their program and graduate within the designated one year full time (two years part time) of study must maintain active student status and pay continuance fees to their university until their program is completed or the student withdraws from the program. The policies listed above apply to continuing students as well. Continuance fees for the MAHSR program vary by institution and can be found here:

UNB

[Master's and PhD tuition and Fees | UNB](#)

SMU

[Annual Program Fee Schedule: 2023-2024](#)

UPEI

http://www.upei.ca/finance/accounting/fees?field_faculty_department_tid=9&field_type_value=domestic&field_time_value=fulltime&field_level_value=graduate

MUN

<http://www.mun.ca/sgs/MinimumExpense.pdf>

Section 5.13: Graduation

Once students have successfully completed, they must apply to graduate from their home university's School of Graduate Studies. Each university will have specific deadlines for when students can apply for graduation and attend convocation. Students should refer to their home university's academic calendar for more information.