



The UNIVERSITY of OKLAHOMA

College of Medicine



OU COM
STUDENT HANDBOOK
2019-2020

THE UNIVERSITY OF OKLAHOMA® COLLEGE OF MEDICINE
MEDICAL STUDENT HANDBOOK
2019— 2020

This handbook has been prepared to provide students with ready access to information that is important. It reviews the principles that guide the OU College of Medicine's philosophy of education, key policies affecting student advancement, and expectations regarding professionalism. Information of general interest and directory information also are included.

All faculty and administrative personnel are available for advice and counsel.

A complete posting of all relevant OU College of Medicine policies is available on-line at:

http://hippocrates.ouhsc.edu/policy/policy_index.cfm

NON-DISCRIMINATION: [CoM Policy 324](#) & [Faculty Handbook](#)

The University of Oklahoma® Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Office of Equal Opportunity monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran. Policies are consistent with those of [The University of Oklahoma® and the OU Health Sciences Center](#).

ADMINISTRATION

OU College of Medicine Oklahoma City Campus	1
Tulsa School of Community Medicine Campus	2

ACADEMIC & EDUCATION

MD Program Academic Calendar 2018-2019.....	3-4	
Non-Discrimination..... CoM 324 & Fac Hndbk	5	
Competency-Based Educational Program Objectives - OU College of Medicine	CoM 400	5
Promotion and Graduation Standards	CoM 401	5
Academic Evaluation of Students.....	CoM 403	5
Administration of Examinations for First and Second Years	CoM 408	5
Preclinical Curriculum Examination Policy.....	CoM 414	5
Timely Remediation of Grades-Clinical Years	CoM 402	6
Student Review of Closed Examinations	CoM 415	6
Use of Incomplete Grade	CoM 403	6
Grading Regulations Relative to Incompletes, Withdrawals, and Drops	OUHSC Stu Hndbk 3.8.8	6
Computation of Quartile Rankings for Classes	CoM 304	6-7
Academic Appeals Policy and Procedures	CoM 412 & Fac Hndbk	7
Graduation and Commencement Ceremonies	CoM 315	7
USMLE: United States Medical Licensing Examinations Requirements.....	CoM 406	7
USMLE: United States Medical Licensing Examinations – Step 1	CoM 406.1	7
ISMP: International Studies in Medicine Program	7
Off-Campus Elective Rotations for Fourth Year Students	CoM 302 & 405	7
Student Duty Hours	CoM 321	7-8
Impact of Campus Closure on Academic Activities	CoM 325	8
Medical Student Promotions Committee.....	CoM 331	8

PROFESSIONALISM

Students' Responsibilities and Rights.....	CoM 318	9
Academic Integrity/Professionalism Policy.....	CoM 319	9
Guidelines for the Teacher-Learner Relationship	CoM 416	9-10
Medical Student Mistreatment.....	CoM 417	10
Academic Misconduct Code.....	Fac Hndbk 4.18	10
Student Professional Behavior in an Academic Program Policy	Fac Hndbk 4.20	11-15
Policy on the Interactions Between Vendors and Medical Students.....	CoM 322	15

ABSENCES

Absences	CoM 306	16
Absences for Residency Interviews	CoM 306	16
Leave of Absence (LOA)	CoM 307	16

MILITARY

Students with Military Obligations.....	CoM 303	17
Military Reserve Call-Up	CoM 311	17

HONORS

Guidelines for Honors Designation of Graduates	CoM 316	18
AOA: Alpha Omega Alpha Honor Medical Society	18
Gold Humanism Honor Society	18

SCHEDULING FIRST-YEAR THROUGH FOURTH-YEAR

First-Year Scheduling	19
Second-Year Scheduling.....	19-20
Third-Year Scheduling	20
Fourth-Year Scheduling.....	20-21
Tb Mask.....	22

COMPLIANCE & REQUIREMENTS

Criminal Background Checks	Fac Hndbk App. C.....	22
Drug Screening for Students Attending a Clinical Rotation Setting	OUHSC Stu Hndbk 2.8	22
BLS/ACLS Certification Requirements	CoM 310	23
Student Health Requirements.....	CoM 309	23
Post Exposure Treatment for Blood-Borne Pathogens or Needle Sticks		23
Needle Stick Coverage		23

SUPPORT & ASSISTANCE

Student Counseling Services		24
Educational Assistance and Counseling.....		24
Program for Medical Students with Chemical Dependence Problems	CoM 317	24
Disability Resource Center		24-25
The University of Oklahoma College of Medicine Sponsored Medical Student Group Disability Insurance Program		26-27

STUDENT RECORDS

Student Records		28
Release of Student Information and Access to Student Records	Fac Hndbk 4.26	28-29

OU COMMUNITY HEALTH ALLIANCE (OUCHA)

OU Community Health Alliance (OUCHA) I & II Elective Course Descriptions.....		30-34
---	--	-------

DOCUMENTS

Incoming Student Confidentiality Agreement		35
Outgoing Student Confidentiality Agreement		36
Declination Form for Seasonal Influenza Vaccine		37
Student Consent and Release for Use of Picture and Voice.....		38
Student Consent to Release Education Records to Rotation Sites		39
Clinical Site Requirements and Restrictions		40-53

WEB-BASED RESOURCES

Web-Based Resources		54
MS 1 – MS 4: Course Director / Course Coordinator Listing		
MS 1 – MS 2: Preclinical Course Catalog		
MS 3 – MS 4: Clerkships Catalog		
MS 3: Selectives Course Catalog		
MS 4: Electives Catalog		
Information for Current Students: College of Medicine Website		
OU College of Medicine Policy and Procedures Manual		
University Policies – Forms, Handbooks, and Policies		
OUHSC Faculty Handbook		
OUHSC Student Handbook		
AAMC Careers in Medicine		
ERAS (Electronic Residency Application Service)		
FREIDA (Fellowship and Residency Electronic Interactive Database)		
NBME (National Board of Medical Examiners)		
NRMP (National Residency Matching Program)		
San Francisco Match (Ophthalmology Match)		
USMLE (United States Medical Licensing Examination)		
Urology Match		

ADMINISTRATION
OKLAHOMA CITY CAMPUS

EXECUTIVE DEAN'S OFFICE

OU COLLEGE OF MEDICINE
800 STANTON L. YOUNG BLVD.
ANDREWS ACADEMIC TOWER (ATT)
SUITE 4000
OKLAHOMA CITY, OK 73104

STUDENT AFFAIRS/STUDENT SERVICES

OU COLLEGE OF MEDICINE
941 STANTON L. YOUNG BLVD.
BASIC SCIENCES EDUCATION BUILDING (BSEB)
SUITE 200
OKLAHOMA CITY, OK 73104

COLLEGE OF MEDICINE

Executive Dean (John Zubialde, M.D.).....	405-271-3223
Associate Dean for Academic Affairs (Chris Candler, M.D., Ed.D.).....	405-271-1417
Associate Dean for Student Affairs (Mark Ferguson, M.D.).....	405-271-2316
Associate Dean for Admissions (Sheri Baker, M.D.).....	405-271-2359
Associate Dean for Medical Education (Steve Blevins, M.D.).....	405-271-9333
Assistant Dean for Preclinical Curriculum (Robert Blair, Ph.D.).....	405-271-2226
Assistant Dean for Clinical Curriculum (Latasha Craig, M.D.).....	405-271-9200
CSETC: Clinical Skills Education and Testing Center (Dale Bratzler, D.O., M.P.H.).....	405-271-2769
Director of Student Services (Jim Albertson).....	405-271-2316
Basic Sciences Education Building (BSEB Room 100).....	405-271-2424
Robert M. Bird Library.....	405-271-2285
Bursar's Office (Service Center Building).....	405-271-2433
Counseling Services (HSC Student Affairs).....	405-271-7336
Emergency (Campus Police).....	405-271-4911
HSC Student Affairs (David L. Boren Student Union, 3rd Floor).....	405-271-2416
Information Technology (Help Desk, David L. Boren Student Union).....	405-271-2203
OU Community Health Alliance (OUCHA).....	405-271-2769
Parking Office (Service Center Building).....	405-271-2020
Student Financial Aid (David L. Boren Student Union, 3rd Floor).....	405-271-2118
Student Health Services (Student Health & Wellness Clinic, OU Physicians Bldg., Ste. 4A).....	405-271-2577
Student Records / Registrar (Office of Admissions and Records, BSEB 200).....	405-271-2683
David L. Boren Student Union.....	405-271-3606
Weather.....	405-271-6499
<u>Hospitals</u>	
OU Medical Center.....	405-271-5656
(Information & paging for Everett Tower, Presbyterian Tower, and Children's Hospital)	
Veterans' Affairs Medical Center.....	405-270-0501

ADMINISTRATION

TULSA SCHOOL OF COMMUNITY MEDICINE

DEAN'S OFFICE

4502 EAST 41ST STREET
OU-TU SCM DEAN'S OFFICE
SCHUSTERMAN CENTER- 2B32
TULSA, OK 74135

STUDENT AFFAIRS/STUDENT SERVICES

4502 EAST 41ST STREET
OU-TU SCM STUDENT SERVICES
SCHUSTERMAN CENTER- 1C54
TULSA, OK 74135

SCHOOL OF COMMUNITY MEDICINE

Dean (James Herman, M.D., M.S.P.H.)	918-660-3095
Associate Dean for UME and Faculty Affairs (Bryan Touchet, M.D., FAPA.)	918-660-3814
Associate Dean for Student Affairs (Jeanne Hayes, M.D.)	918-660-3095
Director of Preclerkship Curriculum (Chris Brasel, Ph.D.).....	918-660-3840
Director of Student Services (Meredith Talley)	918-660-3500

Clinics (All clinics use the call center number 918-619-4400)

Adult Medicine Clinic (4444 E. 41st St.).....	918-619-4400
Family Medicine Clinic (1111 S. St. Louis).....	918-619-4600
Pediatric Clinic (4444 E. 41st St.).....	918-619-4400
Psychiatry Clinic (4444 E. 41st St.).....	918-619-4400
Student Health Service (4444 E. 41st St.)	918-619-4400
Women's Clinic (4444 E. 41st St.).....	918-619-4400

Hospitals

Hillcrest Medical Center.....	918-579-1000
Saint Francis Hospital.....	918-494-2200
St. John Medical Center	918-744-2345

ACADEMICS & EDUCATION

MD Program Academic Calendar 2019 – 2020

The University of Oklahoma® College of Medicine

Note: The academic calendar is subject to change when it is determined to be in the best interest of the OU College of Medicine to do so. Unless otherwise indicated the dates for Oklahoma City-track students and Tulsa School of Community Medicine (SCM)-track students are identical.

First Year Students

Fall 2019

OKC Prologue (orientation).....	August 13-15
SCM Prologue (orientation)	August 12-16
OKC White Coat Ceremony	August 15
Classes Begin	August 19
Labor Day	September 2
Fall Break.....	TBD
Thanksgiving Break	November 27-December 1
Classes End	December 13
Winter Break	December 14-January 5

Spring 2020

Classes Begin	January 6
Martin L. King Day	January 20
Spring Break	March 14-22
Memorial Day.....	May 25
Classes End	June 5

Second Year Students

Fall 2019

Orientation	August 5
Classes Begin	August 5
Labor Day	September 2
Fall Break.....	TBD
Thanksgiving Break	November 27-December 1
Classes End	December 13
Winter Break	December 14-January 5

Spring 2020

Classes Begin	January 6
Martin L. King Day	January 20
Spring Break	March 14-22
Classes End	April 24

Third Year Students

Summer and Fall 2019

Classes Begin	June 24
First Day of Clinical Rotations	July 1
Independence Day (no classes).....	July 4
Labor Day	September 2
Fall Break.....	TBD
Thanksgiving Break	November 27-December 1*
Classes End	December 13
Winter Break	December 14-January 5

**Beginning at 8:00 am*

Spring 2020

Classes Begin	January 6
Martin L. King Day	January 20
Memorial Day.....	May 25
Classes End	June 19

Fourth Year Students

Summer and Fall 2019

Classes Begin	July 1
Independence Day (no classes).....	July 4
Labor Day	September 2
Fall Break.....	TBD
Thanksgiving Break	November 27-December 1*
Classes End	December 13
Winter Break	December 14-January 5

**Beginning at 8:00 am*

Spring 2020

Classes Begin	January 6
Martin L. King Day	January 20
Match Day (tentative).....	March 20
Classes End	May 22
Commencement.....	May 23

The OU College of Medicine Policies and Procedures may be accessed by following this path:

[OUHSC Website](#) > Colleges & Departments > College of Medicine > Information For: Current Students > Policies & Procedures

The [OUHSC Student Handbook](#) may be accessed at: <https://studenthandbook.ouhsc.edu/>

NON-DISCRIMINATION: OU CoM Policy 324 & Faculty Handbook

The OU Health Sciences Center is committed to a policy of nondiscrimination in the admission and education of students. The Office of Equal Opportunity monitors policies, procedures, and programs to ensure they are developed and carried out in a manner which does not unlawfully discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran. Policies are consistent with those of [The University of Oklahoma®](#) and the OU Health Sciences Center.

COMPETENCY-BASED EDUCATIONAL PROGRAM OBJECTIVES - OU COLLEGE OF MEDICINE: OU CoM Policy: 400

The competency-based Educational Program Objectives guide the planning, delivery, and evaluation of the OU CoM undergraduate medical education program. Courses and clerkships organize the instruction and assessment of medical students using relevant objectives.

PROMOTION AND GRADUATION STANDARDS: OU CoM Policy: 401

Standards for promotion in the OU CoM and subsequent graduation are defined. Each student must meet all financial obligations to the OU CoM.

ACADEMIC EVALUATION OF STUDENTS: OU CoM Policy: 413

In order to be promoted in the OU CoM, a student must receive a grade of "P" (Pass), "S" (Satisfactory), "C" or better in all courses in both the Preclinical and the Clinical Curriculums.

ADMINISTRATION OF EXAMINATIONS FOR FIRST AND SECOND YEARS: OU CoM Policy: 408

Students must take all examinations at their home campus (exceptions made for unpredictable extraordinary circumstances).

PRECLINICAL CURRICULUM EXAMINATION POLICY: OU CoM Policy: 414

In order to minimize conflicts between examinations and on-going curricular activities in other courses, major examinations are given during a week when no other activities are scheduled. The arrangement of the examinations within the exam week is negotiated among the course directors for that semester's course offerings.

Attention is given to the placement of each examination. As a rule, because of shared facilities, the long term planning for such schedules, and the University requirements for examinations, no changes can be considered from the posted schedule.

TIMELY REMEDIATION OF GRADES—CLINICAL YEARS: [OU CoM Policy: 402](#)

Students with a single deficiency in a clinical course, who are required to remediate this deficiency, will be required to alter their enrollment at the time of notification of the deficiency. Students will be permitted to complete the current rotation.

STUDENT REVIEW OF CLOSED EXAMINATIONS: [OU CoM Policy: 415](#)

All exams are closed.

USE OF INCOMPLETE GRADE: [OU CoM Policy: 403](#)

At the time final grades are reported, any student who has not completed all course requirements will be assigned a grade of "I" (incomplete). The "I" grade can then be changed to the appropriate letter grade once course requirements have been met. The incomplete grade is not to be used for a student whose course evaluations are in the failing category.

GRADING REGULATIONS RELATIVE TO INCOMPLETES, WITHDRAWALS, AND DROPS: [OUHSC Student Handbook: 3.8.8, 3.8.8.1, & 3.8.8.2](#)

Students' grades in all courses are filed in the Office of Admissions and Records and become a part of the official records of the university.

The grade of "I" (incomplete) is a neutral mark, not an alternative to a grade of "F." No student who is failing a course when grades are awarded may receive an "I". The student should have completed a substantial portion of the required coursework for the semester satisfactorily to receive an "I". The "I" grade is intended to be temporary and to be used when a student, for reasons acceptable to the instructor, is unable to complete certain identifiable requirements of a course and cannot be assigned another grade. For example, missing a final exam because of illness or inability to submit a term project for extenuating circumstances might constitute a student's being granted an "I".

For students withdrawing from all courses in the first two weeks of class (the first week of a summer session), no grade is recorded. For complete withdrawals occurring after the second week of class (first week of summer), the instructor will assign a grade of "W" or "F" for each course.

Students withdrawing from one or more courses but not all courses in the first two weeks of class (first week of summer), no grade is recorded; from the third week through the sixth week of class (second and third week of summer), a "W" will be assigned to each dropped course. From the seventh through tenth week (fourth and fifth week of summer) the instructor of each course dropped will assign a "W" or "F." Beginning with the eleventh week of the semester (sixth week of the summer session) through the last day of classes, courses may be dropped only by direct petition to the dean of the student's college. Students who drop a course with permission of the dean will receive a final grade of "W" or "F" at the discretion of the instructor of the course.

For regulations relative to withdrawals and drops for courses that deviate from the [Academic Calendar](#), please contact the Office of Admissions and Records at (405) 271-2359.

COMPUTATION OF QUARTILE RANKINGS FOR CLASSES: [OU CoM Policy: 304](#)

The class quartiles for the previous academic year will be available for students by August 31 of each year. The word "course" below refers to courses, clerkships, selectives, electives, or any other activity for which

academic credit is granted. The determination of class rank includes only those courses that (1) every student takes and (2) calculates a final percentage course grade. The maximum percentage score possible in a course is 100%. Cumulative scores for each student will be determined by the percentage course grade weighted by clock hours.

ACADEMIC APPEALS POLICY AND PROCEDURES: [OU CoM Policy: 412](#) & [Faculty Handbook: 12-C](#)

A student may appeal an academic evaluation using the Academic Appeals Policy and Procedures described in the OUHSC Faculty Handbook.

GRADUATION AND COMMENCEMENT CEREMONIES: [OU CoM Policy: 315](#)

Students in the OU CoM who meet the minimum standards for graduation and have the recommendation of the Faculty Board of the OU CoM are eligible to participate in the OU CoM commencement ceremonies.

USMLE: UNITED STATES MEDICAL LICENSING EXAMINATION REQUIREMENTS: [OU CoM Policy: 406](#)

Policy for second-year medical students must take and pass Step 1 before promotion to the third-year and fourth-year medical students who must take and report their scores on both the Clinical Knowledge and Clinical Skills components prior to graduating.

USMLE: UNITED STATES MEDICAL LICENSING EXAMINATION – STEP 1: [OU CoM Policy: 406.1](#) & [406.11](#)

Please refer to the policy specific to your situation.

Policy 406.1 pertains to those classes entering medical school prior to 2017.

Policy 406.11 pertains to those classes entering medical school 2017 and after.

ISMP: INTERNATIONAL STUDIES IN MEDICINE PROGRAM

Students in the OU CoM may apply for acceptance in a one month elective in the fourth year at one of the affiliated international medical schools. These rotations are available at limited times during the year, and are generally restricted to four students per site at one time. Electives at international affiliated programs are considered on-campus rotations and subject to specific requirements detailed by the Student Affairs Office and the host medical school. It will be the students' responsibility to complete these requirements and make their travel arrangements.

OFF-CAMPUS ELECTIVE ROTATIONS FOR FOURTH YEAR STUDENTS: [OU CoM Policy: 405](#)

Fourth year students in good academic standing are permitted to take a maximum of three (3) elective rotations off-campus. Off-campus work is defined as work not at the OU Health Sciences Center-Oklahoma City, the Tulsa campus, or under the direct supervision of a member of the fulltime faculty of the OU CoM. International affiliated programs are considered on-campus with respect to this policy. At least five (5) months of the senior year must be spent geographically at one of the college's two campuses.

STUDENT DUTY HOURS: [OU CoM Policy: 321](#)

The OU CoM and its curriculum committees have developed and implemented policies regarding the amount

of time students spend in required activities during the first two years of medical school (preclinical policy) and the total required hours spent in clinical and educational activities during clinical clerkships. Refer to the policy for specifics.

IMPACT OF CAMPUS CLOSURE ON ACADEMIC ACTIVITIES: [OU CoM Policy: 325](#)

External factors such as inclement weather or power disruptions may affect the operation of the academic campuses in Oklahoma City or Tulsa. Students are typically considered non-essential personnel. When University officials deem it to be in the best interest of faculty, student, and staff, they may issue a “Campus Closed” alert or “Campus Closed for Non-essential Personnel” notice. Such messages typically will be posted on the campus website home page.

With respect to medical students, a campus closed alert means that regularly scheduled classes and clinical rotation activities (including call activities that evening/night) are cancelled for all students on the closed campus. Clinical students that are already on campus performing clinical duties (at the time the campus closure decision is made) are recommended to stay if road conditions are hazardous.

During weekend days with questionable weather, student attendance for clinical rotation activities will be at the discretion of individual clinical rotation directors (unless the campus is closed). It is possible that either the Oklahoma City or Tulsa campus will be closed, but the other will remain open. If both campuses are closed simultaneously, then course directors will do their best to adjust subsequent class schedules to minimize the ultimate impact of lost class time.

Refer to the policy for clarification if one campus is closed but the other remains open.

Note: The campus has a telephone hotline and web site that will provide information on campus closings.

Students are encouraged to sign up for the campus-wide [Emergency Communication System \(ECS\)](#) to update contact information to list a cell phone for text messages. If you need assistance, please call the IT Service Desk at [405-271-2203](#).

MEDICAL STUDENT PROMOTION COMMITTEE: [OU CoM Policy: 331](#)

The committee functions as prescribed by the Faculty Board to monitor the performance of individual medical students and recommend who shall and shall not be promoted, and, if appropriate, what must be accomplished to receive a recommendation for promotion. The Student Promotions Committee shall also recommend to the Faculty Board and Executive Dean who shall and shall not graduate, and, if appropriate, what must be accomplished to be granted the M.D. degree.

PROFESSIONALISM

At the very core of medicine are the principles of altruism, accountability, excellence, duty, service, honor, integrity, and respect for others. These core principles have been collectively referred to as professionalism by the American Board of Internal Medicine (**ABIM-1995**). The COM clings to and defends these principles and expects the same of its students.

The **Students' Rights and Responsibilities** policy and the **ABIM** core values statement form the framework for the academic integrity and professionalism code for the COM.

STUDENTS' RESPONSIBILITIES AND RIGHTS: [OU CoM Policy: 318](#)

This policy states that "As a student at The University of Oklahoma® College of Medicine, I understand that it is a great privilege to study medicine. Over the course of my training, I will assume responsibility for the health and wellbeing of others. This undertaking requires that I uphold the highest standards of ethical and professional behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at the College of Medicine and throughout my medical career."

The policy addresses:

- Honesty
- Confidentiality
- Respect For Others
- Responsibility
- Student Expectations of Faculty, Residents, and Fellows

ACADEMIC INTEGRITY/PROFESSIONALISM POLICY: [OU CoM Policy: 319](#)

OU CoM students are expected to hold themselves to the highest standards of ethical and professional conduct. Professionalism is a core Educational Program Objective of the OU CoM.

The OUHSC has established the STUDENT PROFESSIONAL BEHAVIOR IN AN ACADEMIC PROGRAM POLICY and adopted procedures for addressing standards of ethical and professional behavior for OUHSC students. College of Medicine students should familiarize themselves with that policy. It may be found in the OUHSC [Faculty Handbook](#).

GUIDELINES FOR THE TEACHER-LEARNER RELATIONSHIP: [OU CoM Policy: 416](#) (See also [OU CoM Policy: 417 Medical Student Mistreatment](#))

This policy describes the standards of conduct between students (including OU CoM MD program students and visiting students) and those individuals with whom students interact during the medical education program.

The policy defines:

- The principles of a positive learning environment
- The responsibilities of teachers
- The responsibilities of learners (including the expected professionalism attributes)
- Behaviors that impair education and erode the ideal teacher-learner relationship

- The definition of student mistreatment

Please also refer to the [Zero Tolerance Policy](#).

MEDICAL STUDENT MISTREATMENT: [OU CoM Policy: 417](#) (See also [OU CoM Policy: 416 Guidelines for the Teacher-Learner Relationship](#))

This policy defines the policy and procedure for reporting student mistreatment. It applies to OU students and visiting students.

The definition of mistreatment may be found in Policy 416: Guidelines for the Teacher-Learner Relationship.

NOTE: Issues related to Sexual Harassment/Assault (Appendix H), Consensual Sexual Relations (Appendix I), or related to Racial or Ethnic Harassment (Appendix J) are specifically addressed in the Health Sciences Center Faculty Handbook and are to be reported to the University Office of Equal Opportunity, Room 113 of the Service Center Building, 405-271-2110. They are not explicitly incorporated into this policy.

Please also refer to the [Zero Tolerance Policy](#).

ACADEMIC MISCONDUCT CODE ([Faculty Handbook 4.18](#))

Academic misconduct includes any act that improperly affects the evaluation of a student's academic performance or achievement, including but not limited to:

1. Cheating—The use of unauthorized material, methods, or information in any academic exercise, including improper collaboration.
2. Plagiarism—The representation of the words or ideas of another as one's own.
3. Fabrication—The falsification or invention of any information or citation in an academic exercise.
4. Fraud—The falsification, forgery, or misrepresentation of academic or clinical work, including the resubmission of work performed for one class for credit in another class without informed permission.
5. Destruction, misappropriation, or unauthorized possession of University property or the property of another.
6. Bribery or intimidation.
7. Assisting others in acts proscribed by this Code.

Notification

Suspected instances of academic misconduct are to be communicated to the Dean in writing and should include a brief description of the evidence. Notification shall be made within ten University business days after discovery of the incident.

Upon notification, the Dean shall initiate academic misconduct procedures as required by University policy.

- The accused shall be informed in writing.
- The Vice-Provost for Academic Affairs is informed in writing.
- The accused must contact the Vice-Provost for Academic Affairs within five University business days after being notified of the alleged misconduct and schedule a meeting to discuss the matter.
- If the accused denies the charges, the student must submit a written request to the Vice-Provost within five days requesting a formal academic misconduct hearing. A Board, consisting of faculty and peer members, will conduct a hearing and submit its findings to the Dean and Vice-Provost.

STUDENT PROFESSIONAL BEHAVIOR IN AN ACADEMIC PROGRAM POLICY (Faculty Handbook 4.20)

The University of Oklahoma® Health Sciences Center (OUHSC) strives to attract, matriculate, and train health professions and public health, biomedical, and pharmaceutical sciences graduate students (hereinafter referred to as OUHSC students) who not only possess the intellectual capacity for health professions and graduate study but also have a high capacity for ethical and professional behavior. Since training in ethical and professional behavior is an integral part of training in the health professions, conduct during training is an academic issue. Professionalism is one critical cornerstone of a successful academic program, just as it is a cornerstone of the responsible conduct of research, maintaining integrity and compassion in the delivery of health care, and building a collegial and conscientious health professions team.

Circumstances may arise during a student's course of study that call into question the capacity or commitment of the student to maintain this academic standard. As such, the colleges and training programs retain the responsibility and authority to determine a student's fitness to continue in the program of study.

The process of transitioning from a student to a health care professional requires study, self-reflection and self-management on the part of learners. Ethical and professional behaviors are critical to the effective education of OUHSC students, and are considered a core competency in the academic program, and, thus, are a key factor in academic good standing. When a student accepts an offer of admission into OUHSC programs, he or she commits to comply with all regulations, including those regarding ethical and professional conduct, established by the University, the OUHSC, the respective College, and the Program.

As a distinct learning community within the University, the OUHSC has established the Student Professional Behavior in an Academic Program Policy (referred to as "the Policy" or "this Policy") and adopted procedures for addressing standards of ethical and professional behavior for OUHSC students. The policy and procedures identify student responsibilities and rights in conjunction with standards of fairness, privacy, and due process. They are derived, in part, from the standards of conduct adopted by national organizations that accredit OUHSC programs (e.g., ASAHP, CODA, NLNAC, LCME, ACPE) or license or certify OUHSC learners (e.g., NCCPA, state licensing boards) and the standards of ethical and professional behavior adopted by national and local professional organizations.

Since training in ethical and professional behavior is integral to the education of OUHSC students, violations of this Policy will be considered as academic issues. Failure to meet ethical and professional behavior standards will result in action up to, and possibly including, dismissal and may jeopardize advancement and graduation.

In addition to the academic and clinical-related requirements of each college and program, this Policy and its related procedures shall govern academic and professional behavior at the OUHSC. In the event any OUHSC college and/or health professions program develops a statement of principles and responsibilities related to standards of ethical and professional behavior specific to its respective profession, such statements must conform to the Policy and its procedures.

This Policy is not intended to address the types of student conduct violations described in the University of Oklahoma Student Rights and Responsibilities Code, Section VI 1-22; academic misconduct, as described in Section 4.18 and Appendix C of the OUHSC Faculty Handbook. For cases in which both the Student Rights and Responsibilities Code and the Student Professional Behavior in an Academic Program Policy may apply, this Student Professional Behavior in an Academic Program Policy shall take precedence.

4.40.1 Objectives:

1. To document the priority placed by the Health Sciences Center on the academic standards related to student ethical and professional behavior.
2. To provide students, faculty, and staff with clear articulation of the expectations regarding student ethical

and professional behavior.

3. To provide the OUHSC colleges with clearly articulated authority to act when dealing with student ethical and professional behavior issues.
4. To identify procedures for managing and addressing student ethical and professional behavior issues.
5. To ensure standards of fairness, privacy, and certain processes are applied, as applicable.

4.40.2 Scope:

All OUHSC students are expected to demonstrate high standards of ethical and professional behavior in all educational and clinical settings, including but not limited to:

1. classroom-based milieu (e.g., classrooms, lecture halls, laboratories, on-line and technology-based classes);
2. professional and clinical sites that are part of the learning program (e.g., hospitals, clinics, community health centers, ambulatory settings);
3. other settings not part of the formal learning program but which contribute to the learning process (e.g., student-run special interest group meetings and activities, clubs and governance structures, interactions with University or OUHSC administrators and other members of the campus community); and
4. Other settings as described below:

This Policy is intended to guide the ethical and professional behavior of students studying in the OUHSC programs. It is not intended to directly guide or address behavior that is a part of a student's private life, but such behavior may come to the attention of the OUHSC in several ways and become the focus of a Policy investigation or charge:

- a) Conduct may be reported to a member of the faculty or administration by a variety of sources (e.g., police, friends, parents, other agencies) that raises a concern about the student's capacity to continue his or her studies. If such reported conduct raises a concern about the safety of the student or the safety of others that the student may have contact with at the institution or includes behavior that could indicate an issue with moral, ethical, or personal values that would preclude satisfactory functioning in the discipline, an investigation may be conducted and action taken on the basis of the investigation.
- b) If a student is charged with an offense in the civil justice system and the University becomes aware of and verifies this circumstance through self-report of the student or a reliable, verified source, the University may elect to not pursue an investigation until the outcome of the civil court proceeding is known, unless the alleged offense is such that allowing the student to continue his or her studies could be detrimental to the safety of patients or others, as determined by the OUHSC Vice Provost for Academic Affairs.
- c) If a student is charged with a criminal offense, he or she is obligated to report this to the college Dean immediately. If a matriculating student has been charged with a criminal offense between the time he/she wrote an application and the time he/she arrives at school, or at any time while a student, he/she must inform the Dean of the charges before the first day of classes. If the University later discovers that a student withheld disclosure of a criminal charge, he/she may be subject to immediate dismissal by the Dean. Depending upon the nature of the criminal charge, the student may not be allowed to continue the course of study until there is final disposition of the criminal charge either by verdict, plea, or dismissal. This is consistent with the obligation of the University to ensure the safety of patients and others.

OUHSC students are expected to hold themselves to the highest standards of ethical and professional conduct. As part of their education and training, these students must begin to practice professional behaviors that they will uphold for the rest of their professional lives. Fundamental attributes of professionalism and ethical and professional behavior include, but are not limited to, honesty and integrity, dedicated desire to learn and respect for the academic process, concern for the welfare of patients and their families, a commitment to patient confidentiality, respect for the rights of others, emotional maturity, and self-discipline.

While not all inclusive, examples of unacceptable ethical and professional behavior include but are not limited to the following:

- Lack of integrity and honesty (e.g., lying about, misrepresenting, or not reporting information about care given, clinic errors, or any action related to clinic functions; acting outside the scope of his/her role in a clinical, academic, professional or administrative setting). **NOTE:** Allegations of academic misconduct, including but not limited to cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by the Academic Misconduct Code, or attempting to engage in such acts, as defined under the Academic Misconduct Code are addressed in the Academic Misconduct Code.
- Failure to demonstrate professional demeanor or concern for patient safety (e.g., use of offensive language and gestures, being under the influence of alcohol or drugs in the educational or clinic setting)
- Unmet professional responsibility (e.g., not contributing to an atmosphere conducive to learning due to poor attendance, punctuality issues, and/or distracting, or insensitive behavior in class, lab, or clinic; poor personal hygiene; needing continual reminders to complete responsibilities in a timely manner; not responding to requests [written, verbal, e-mail, telephone] in a timely manner; breaching patient confidentiality)
- Exhibiting disruptive behavior (e.g., pushing, punching, throwing things, making inappropriate gestures, threats, verbal intimidation, language that belittles or demeans, negative comments with racial, ethnic, religious, age, gender or sexual overtones, making impertinent or inappropriate written entries in the medical record or making statements attacking students, faculty or staff)
- Lack of effort toward self-improvement and adaptability (e.g., resistant or defensive in accepting constructive criticism; remaining unaware of own inadequacies; resisting considering or making suggested changes to improve learning, behavior, or performance; not accepting responsibility for errors or failure; abusive or inappropriately critical, arrogant)
- Lack of respect for cultural diversity (e.g., inappropriate interpersonal interaction with respect to age, culture, race, religion, ethnic origin, gender, sexual orientation)
- Exhibiting diminished relationships with members of the health care team (e.g., not functioning appropriately within the health care team or not demonstrating the ability to collaborate with fellow students, staff)
- Exhibiting diminished relationships with patients and families (e.g., insensitive to the patient's or family's needs, inappropriate personal relationships with patients or members of their families, lack of empathy)
- Failure to maintain and safeguard the confidentiality of patient and research participant information, including paper and electronic records, verbal communications, and social networking and electronic media sites
- Failure to comply with college and program academic and clinical-related requirements (e.g., training,

immunization, HIPAA)

4.40.3 Procedures for Handling Breaches of Ethical and Professional Behavior Standards

Violations of this Policy will be handled as follows:

1. Who May File

Complaints about possible breaches of ethical and professional behavior may be initiated by individuals within the College or Department/Section (students, faculty, staff, and administration) or by external sources (patients, families, visitors, extramural rotation sites, other agencies with which a student has had contact). If reported elsewhere, the initial complaint should be promptly forwarded to the student's program director or assistant/associate dean of student affairs or directly to the Dean of the College. The formal complaint must be in writing, with a brief description of the evidence, and submitted within 10 University business days after discovery of the incident, exclusive of University breaks and academic intercessions.

2. Complaints Review and Investigation; Sanctions

Any egregious unethical or unprofessional behavior must be reported to the Dean and could result in the student's being immediately suspended or dismissed from the program. Examples of egregious or unprofessional behavior would include but are not limited to patient endangerment, unacceptable patient management, inappropriate alteration of patient records, or behavior that poses a danger to persons or property or an ongoing threat of or disruption of the academic process. The Dean must consult with the Vice Provost for Academic Affairs, Legal Counsel and other officials as appropriate to determine if the matter should proceed under other applicable University policies. Should the Dean take the immediate action of suspending or dismissing a student from the program, the student may request a hearing under the Academic Appeals Board process, as described in Section 3 below.

For less egregious unethical and unprofessional behavior, rather than filing a formal complaint about professional behavior, the faculty member or program director may conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. In such cases, the faculty member or program director will contact the student directly to discuss the issue, provide feedback, and make suggestions for how the behavior at issue can be improved. If the faculty member or program director believes that an effective resolution resulted from meeting with the student, no further action is required. The incident shall be documented in the student's file and may be used in the future, where applicable, to indicate a pattern, practice, failure to benefit from redirection.

In the event that the faculty member or program director determines that giving the student feedback about issues of concern was not successful in resolving the issue or if the behavior is of a significant or serious nature (but not warranting immediate suspension or dismissal), a Professionalism Concerns Report (PCR) will be completed by the faculty member or program director. The focus of this PCR process is educational, with the goal of helping the health professions student move forward successfully in coursework, clinical practice experience, and interactions within the Health Sciences Center community.

A PCR must be filed with the college's assistant/associate dean of student affairs within 10 University business days from the time the behavior was observed or reported, exclusive of University breaks and academic intercessions.

Following receipt of the PCR, the college's assistant/associate dean of student affairs will meet with the student to discuss ways in which the unprofessional behavior can be improved, thus allowing the student adequate opportunity to make appropriate behavioral changes. The student will be asked to

sign the PCR to acknowledge that the PCR has been reviewed and may respond to the PCR by providing additional written information. The college's assistant/associate dean of student affairs may require remedial action, such as a corrective action plan, mandated counseling or probationary status, which shall be noted on the PCR. The PCR is then forwarded to the college Dean and to the Graduate College Dean, if applicable.

In the event that a student fails on three occasions to meet the expected standards of ethical and professional conduct as documented by PCRs and/or documentation in the student's file, the assistant/associate dean of student affairs or if appropriate, the Graduate College Dean, has the option to place the student on probation, suspend the student, or dismiss the student, depending on the nature of the student's behavior. Prior to any such action, the student affairs dean, Graduate College Dean, or other appropriate administrator will meet with the student, identify the concerns, identify the anticipated action, and provide the student an opportunity to present his/her version of events leading to the situation. Within 3 days of such meeting, the student will be provided notice of the action taken. If dissatisfied with the action taken, the student may request a hearing in accordance with Section 3 below.

3. **Appeal Process**

Students who are dismissed or suspended from their program may request a hearing under the OUHSC Academic Appeals Policy (Section 4.16 of the OUHSC Faculty Handbook).

A student may not appeal an action taken simply because he/she does not agree with it.

(Regents, 12-1-11)

POLICY ON THE INTERACTIONS BETWEEN VENDORS AND MEDICAL STUDENTS: [OU CoM Policy: 322](#)

OU CoM students should maintain ethical relationships with vendors. This policy parallels similar policies developed by OU Physicians and the OU CoM Graduate Medical Education Committee. This policy applies to all OU CoM students when they are acting within the course and scope of their role as students and future medical professionals. For the purposes of this policy a **vendor** refers to any corporation or entity external to The University of Oklahoma® which provides or may provide goods or services for administrative or clinical operations. This includes (but is not limited to): pharmaceutical organizations, home health care agencies, hospice organizations, durable medical equipment providers, laboratories, office supply organizations, consultants, etc.

ABSENCES

ABSENCES: OU CoM Policy: 306

OU CoM students pursuing the Doctor of Medicine degree are aspiring to a profession in which full participation in the learning environment is an essential component of lifelong learning and aligns with accreditation and licensing standards. Professional development dictates that, as physicians in training, students are expected to make medical school their highest priority. Attendance and participation are expected in all educational activities, and are required for all other sessions specified by the Course/Clerkship Directors. Attendance and participation are assessed and documented in the Medical Student Performance Evaluation (MSPE also known as the Dean's Letter).

Refer to the policy for clarification on:

- Attendance and Punctuality Expectations
- Consequences of Absences
- Special Circumstances

ABSENCE FOR RESIDENCY INTERVIEWS: OU CoM Policy: 306

The OU CoM is committed to helping students achieve competitiveness as applicants for residency positions. The Dean's Office, Department Chairs, and Course Directors understand that there may be times when scheduled residency interviews conflict with class obligations. Course Directors have been encouraged to extend some flexibility when the interview season is under way.

It is the student's responsibility to provide Course Directors with as much advance notice as possible of the need to be away for interviews. Providing only a few days' notice is not appropriate.

The request should be submitted in writing to the Course Director. The use of a written request helps minimize the risk of misunderstanding about the dates and duration of the absence. This is particularly important for those rotations which schedule clinical activities based on the expectation that students will be available for participation.

Course Directors retain the prerogative to require some "make up" accommodation for the absence if the quality of the educational experience has been compromised.

LOA: LEAVE OF ABSENCE: OU CoM Policy: 307

Leave of absence (LOA) may be granted for up to one year, but requires review and approval by one of the Associate Deans. All LOA requests must be made in writing and submitted to one of the Associate Deans.

Examples of reasons for LOA may include: extraordinary personal/family situations or illness, health concerns, pursue research experience, pursue an additional degree such as Ph.D. or M.P.H, etc. Academic difficulty in itself is not a sufficient reason to request a leave of absence.

Students who are granted an LOA for health concerns will be required to submit a letter from a medical or mental health provider before re-enrolling.

Students who are on an LOA are not enrolled in the COM. Health and disability insurance coverage may be affected while on leave. Students on a leave cannot receive financial aid. The University considers a student on LOA to be in continuous enrollment and subject to adhering to all University and College compliance issues, to include but not limited to urine drug screen, national criminal background check, etc.

MILITARY

STUDENTS WITH MILITARY OBLIGATIONS: [OU CoM Policy: 303](#)

Students who have completed their third-year requirements are eligible for off-campus electives if they are in good academic standing. Students with military obligations are allowed to take eight weeks off-campus to fulfill active duty military obligations as well as graduation requirements. All guidelines governing off-campus electives are followed.

MILITARY RESERVE CALL-UP: [OU CoM Policy: 311](#)

Please refer to the policy for specifics.

HONORS

GUIDELINES FOR HONORS DESIGNATION OF GRADUATES: [OU CoM Policy: 316](#)

There will be two levels of recognition for graduates: Special Distinction and Distinction. The top 1/6th of the class on the basis of cumulative percentages weighted by clock hours for all graded courses will be eligible for either Special Distinction or Distinction.

Special Distinction will be reserved for those students obtaining a ranking in the top five percent of graduating students on the basis of cumulative percentages weighted by clock hours for all graded courses.

Distinction is reserved for the balance of the top 1/6th of the graduating students on the basis of cumulative percentages weighted by clock hours for all graded courses.

AOA: ALPHA OMEGA ALPHA HONOR MEDICAL SOCIETY

Alpha Omega Alpha (AOA) is a national honor society established in 1902 at the College of Physicians and Surgeons in Chicago by a group of medical students headed by William Webster Root. Their goal was the creation of a society that would foster honesty and formulate higher ideals of scholastic achievement. The letters AOA represent the first letters of a Greek motto which means “Worthy to serve the suffering.”

Currently there are over 120 active chapters in the United States and Canada, including the OU CoM.

Membership in AOA is a distinction for medical students that is recognized and honored by all in the profession. Members are selected by the medical school chapter itself, and to be eligible, a student must be in the upper 25 percent of the class. No more than one-sixth (16.67 percent) of the number of students expected to graduate may be elected to membership.

Because of the value of AOA membership to students who are in the process of applying for residencies, our local chapter seeks to have members elected in time to have that distinction reflected in students’ résumés.

GOLD HUMANISM HONOR SOCIETY

Established by the Arnold P. Gold Foundation in the late 1990’s, the Gold Humanism Honor Society honors medical students for demonstrated excellence in clinical care, leadership, compassion, and dedication to service. Selection typically occurs during the spring semester of the third year.

SCHEDULING FIRST-YEAR THROUGH FOURTH-YEAR

First-Year Scheduling (Preclinical Curriculum)

First-year medical students are enrolled automatically into their courses through the OU Co Office of Student Affairs (OKC) and Office of Student Services (Tulsa SCM). A student's enrollment may be blocked if specific information requested by the University is not received in advance of matriculation (i.e., failing to submit a final undergraduate transcript to Admissions and Records, etc.) or if a hold is placed on the student's account for failing to fulfill specific obligations (i.e., not completing online training, lacking immunizations, carrying a debt on a Bursar's account, etc.).

MS1 course information can be found by clicking the link below then selecting the link to the Preclinical Course Catalog: <https://hippocrates.ouhsc.edu/directory/preclinical/>

In preparation for SECOND-year, medical students will be required to:

- Complete annual urine drug screening
- Complete annual criminal background check
- Complete online HIPAA Privacy and Security training
- Complete online EHSO BBP and Tb training
- Ensure all vaccinations and immunizations are current (including Tb skin test)
- ***Additional requirements as assigned***

Second-Year Scheduling (Preclinical Curriculum)

Second-year medical students are enrolled automatically into their courses through the OU CoM Office of Student Affairs. A student's enrollment may be blocked if specific information requested by the University is not received in advance of matriculation (i.e., failing to submit a final undergraduate transcript to Admissions and Records, etc.) or if a hold is placed on the student's account for failing to fulfill specific obligations (i.e., not completing online training, lacking immunizations, carrying a debt on a Bursar's account, etc.). All second-year medical students are enrolled in the following courses, which are graded on an honors, pass, and fail scale.

Updated MS2 course information can be found by clicking the link below then selecting the link to the Preclinical Course Catalog: <https://hippocrates.ouhsc.edu/directory/preclinical/>

In preparation for THIRD-year, second-year medical students will be required to:

- Sit for USMLE Step 1 – *Fee*
- Certify in Advance Cardiac Life Support (ACLS) – *Fee*
- Recertify in Basic Life Support (BLS) – *Fee*
- Complete annual urine drug screening – *Fee*
- Complete annual criminal background check – *Fee*
- Complete online HIPAA Privacy and Security training
- Complete online EHSO BBP and Tb training
- Complete Meditech training (OKC campus only)
- Complete Veteran Administration Hospital's security paperwork (OKC campus only)
- Complete Hospital Paperwork for Tulsa area hospitals: St. John, Hillcrest, St. Francis (Tulsa only)
- Ensure all vaccinations and immunizations are current (including Tb skin test)
- ***Additional requirements as assigned***

Third-Year Scheduling (Clinical Sciences Curriculum)

Seven (7) Core Clinical Clerkships: All students are required to successfully complete seven (7) core clinical clerkships during third-year. The seven (7) core clinical clerkships are graded A, B, C, D, and F. These include Family Medicine, Medicine, Neurology, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Surgery.

Updated MS3 clerkship course information can be found by clicking the link below then selecting the link to the Clerkship Catalog: <https://hippocrates.ouhsc.edu/directory/clerkships/>

Three (3) Selectives: Students are also required to successfully complete three (3) selectives during third-year. Unless otherwise noted, each selective is two-weeks and include: Anesthesiology, Dermatology, Emergency Medicine (Tulsa), Emergency Medicine-Adult, Emergency Medicine-Pediatric, Medical Informatics (Tulsa), Neurosurgery, Ophthalmology, Orthopedic Surgery, Otolaryngology, Pathology & Laboratory Medicine, Radiation Oncology, Radiology-Diagnostic, Sports Medicine (Tulsa), and Urology.

Updated MS3 selective course information can be found by clicking the link below then selecting the link to the Selectives Catalog: <https://hippocrates.ouhsc.edu/directory/selectives/>

Selectives are graded satisfactory/unsatisfactory.

Unlike the lock-step schedule for the first two years of medical school, in which all students take the same courses (with the exception of the enrichment courses) at the same time, the students' third-year schedule varies and is based upon templates that arrange enrollment in clinical courses upon the maximum number of students a specific course may accommodate at any one time. This means that not all of the students will enroll in the same courses at the same time. A random number draw will determine the order in which students select their templates (ascending order students choose their templates and in descending order students choose their selectives).

Third-year students may not change their schedule without expressed permission from the Associate Dean for Student Affairs.

In preparation for FOURTH-year, medical students will be required to:

- Complete annual urine drug screening
- Complete annual criminal background check
- Complete online HIPAA Privacy and Security training
- Complete online EHSO BBP and Tb training
- Ensure all vaccinations and immunizations are current (including Tb skin test)
- ***Additional requirements as assigned***

Fourth-Year Scheduling (Clinical Sciences Curriculum)

Fourth-year scheduling is considerably more flexible compared to first- through-third-year scheduling. The flexibility allows fourth-years to schedule on-campus and off-campus elective rotations in clerkships that may be of particular interest or applicable toward their intended career path. Geriatric and Capstone are graded A, B, C, D, and F. Sub-internship and electives are graded satisfactory/ unsatisfactory.

Similar to third-year scheduling, a random number draw will determine the order in which students select their required core clerkships and electives.

Updated MS4 elective course information can be found by clicking the link below then selecting the link to the Selectives Catalog: <https://hippocrates.ouhsc.edu/directory/electives/>

Fourth-year students may change their schedule twice. After that, students may not change their schedule without expressed permission from the campus Associate Dean for Student Affairs. Requests for schedule changes must be submitted 30 calendar days in advance.

TB MASK

On some clinical rotations, both on-campus and off-campus, a Tb mask may be required.

To get a TB mask, first ask the site what brand of TB respirator it uses at the facility. Once you know the TB brand used, follow these instructions:

- Go to <https://apps.ouhsc.edu/Respirator>.
- Sign-in using your OUHSC username/password
- Complete the online questionnaire and make sure to hit submit at the end
- Once completed an email will automatically be generated to Julie Brooks, Employee Health Nurse. Julie will review your form and approve you for fit testing if appropriate.
- Once approved, you will receive an automated email confirming approval with instructions to await notification from EHSO staff on the next available Respirator Fit Testing event.

Questions? Contact Andrea Kyker Miller – Environmental Health and Safety Office, (271-3000;
Andrea.D.Kyker-1@ou.edu)

Student Health does not do the fit testing for students so please follow the instructions outlined above.

COMPLIANCE & REQUIREMENTS

CRIMINAL BACKGROUND CHECKS; Faculty Handbook: APPENDIX C

The “Criminal Background Checks Policy for Current Students and Conditionally Accepted Applicants-Health Sciences Center” is intended for all University of Oklahoma Health Sciences (OUHSC) conditionally accepted applicants and enrolled HSC students. A national Criminal Background Check (CBC) is required of each conditionally accepted applicant prior to full admission and at least annually thereafter for every continuing student.

Conditionally accepted applicants and enrolled students must pay the costs associated with procuring a CBC.

Enrolled students will, at a minimum, complete CBCs each year at a time designated by their respective college/program or more frequently if required by clinical rotation sites or by the University.

The University will generally honor CBCs for a period of one year, but a CBC may be necessary more frequently, depending on class, rotation, or practicum site requirement. Any student who has a break in enrollment may be required to complete a CBC before the student is permitted to re-enroll in any courses. The University considers a student on a Leave of Absence to be in continuous enrollment.

The University will designate approved vendors to perform the CBC and will recognize CBCs from vendors that are approved by the centralized application services with which it participates. Results from any entity other than those designated by the University or a participating centralized application service will not be accepted. The list of approved vendors will be maintained by the office of Academic Affairs/Admissions and Records.

DRUG SCREENING FOR STUDENTS ATTENDING A CLINICAL ROTATION SETTING; OUHSC Student Handbook: 2.8

Drug screening(s) are required of all students in designated programs effective Fall Semester 2008 and accepted applicants to designated programs beginning Spring Semester 2009 as defined in **Scope/Designated Programs** above. As applicable, students/accepted applicants who do not pass the drug screening may be unable to complete degree requirements or may be denied admission to or suspended or dismissed from the degree program.

Students and accepted applicants must pay the cost of the drug screenings.

OUHSC will designate an approved vendor(s) to perform the drug screenings. Results from any company or government entity other than those designated by OUHSC will not be accepted.

The drug screening shall include testing for at least the following drug panels:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine Metabolite
5. Opiates
6. Phencyclidine (PCP)
7. Marijuana (THC) Metabolite
8. Methadone
9. Methaqualone
10. Propoxyphene
11. Meperidine

BLS / ACLS CERTIFICATION REQUIREMENTS: OU CoM Policy: 310

All students in the M.D. program of the OU CoM are required to carry current certification in Basic Life Support (BLS). All newly admitted students are required to verify certification prior to matriculation. All students in the M.D. program of the OU CoM are required to take Advance Cardiac Life Support (ACLS) training prior to beginning third year clinical rotations. The costs associated with these requirements are borne by the student, and the costs are reflected in the student's financial aid package.

STUDENT HEALTH REQUIREMENTS: OU CoM Policy: 309

Being both a student in the OU CoM and a participant in health care delivery in a variety of clinical settings requires attention to steps to ensure one's protection.

Please refer to [OU CoM Policy 309 Student Health Requirements](#) for thorough explanation of expectations regarding:

1. [Personal Health Insurance](#)
 2. [Immunizations and Vaccinations](#)
 3. [HIPAA \(Health Insurance Portability and Accountability Act\)](#). Completion of **Security** and **Privacy** training is required annually.
 4. [Post-exposure care and treatment](#) procedure for blood-borne pathogens, air-borne pathogens, and needle stick injuries.
 5. [Training in Blood-Borne Pathogens \(BBP\) and Tuberculosis \(Tb\) through the Environmental Health and Safety Office \(EHSO\)](#). All EHSO training is accomplished through [OnPoint](#) (Annual training is required for both BBP and Tb).
 6. Influenza requirements
-

POST-EXPOSURE TREATMENT FOR BLOOD-BORNE PATHOGENS OR NEEDLE STICKS

A student (including a visiting student) exposed to a blood or body fluid during the regular work week should report the incident immediately to the Course Director and seek care at the [OU Physicians Student Health & Wellness Clinic](#), with no cost to the student. A student exposed at an off-campus medical site or after hours should present immediately to the Emergency Department in the facility where the exposure occurred, with charges billed to the student's health insurance. At the next available opportunity the affected student should report the incident to the Student Health Service for follow-up care

Oklahoma City

[OU Physicians Student Health & Wellness Clinic](#)

OU Physicians Building

825 NE 10th St., Suite 4A

Monday-Friday, 7 a.m. – 5 p.m.

405-271-2577

studenthealthnurse@ouhsc.edu

Tulsa

[Student Health Service](#)

OU-Tulsa Student Affairs

4502 E. 41s St., Room 1C76

Monday-Friday, 8 a.m. – 5 p.m.

918-660-3102

NEEDLE STICK COVERAGE – While needle stick coverage is NOT required, you are strongly encouraged to consider purchasing needle stick coverage through your insurance carrier.

SUPPORT & ASSISTANCE

STUDENT COUNSELING SERVICES: OKC & TULSA

Medical school is a rewarding and gratifying experience, but for some it may also be a challenging, stressful, and arduous journey. If the pressures begin to overwhelm, seeks support and assistance.

In OKC – Contact [Student Counseling Services](#), 405-271-7336 (counselors@ouhsc.edu). Student Counseling Center is located in the David L. Boren Student Union.

In Tulsa – Contact Amy Dupre Casanova, Ph.D., [OU Tulsa Student Counseling Services](#), at (918) 660-3109 or Amy-Casanova@ouhsc.edu To protect your confidentiality, please limit your email messages to scheduling information only.

EDUCATIONAL ASSISTANCE AND COUNSELING

Medical education is high-stakes and often stressful. The COM provides educational assistance and counseling services for students who encounter academic or personal difficulties. Academic tutors will be available as needed upon request through the Office of Student Affairs.

Confidential counseling for personal or emotional issues is available to all students through **University Counseling Services** (405) 271-7336 (OKC) or (918) 660-3109 (Tulsa SCM). Cost is incorporated into the student fee schedule.

Educational Skills Counseling. Upon completion of the “mini” examinations and/or the first test block, first year students deemed to be at risk may be offered the services of an educational counselor. The counselor can help students who experience test-taking anxiety, or who need to have their study or test-taking skills improved. To be eligible, a student must meet with an Associate Dean to assess whether referral to the educational counselor is indicated. Services are available through the Counseling Office (405) 271-7336 (OKC) or (918) 660-3109 (Tulsa SCM).

A maximum of five hours of counseling with an outside educational counselor may be allowed and paid by the College. If the student and counselor feel additional time would be beneficial, this additional time will be at the student’s expense.

PROGRAM FOR MEDICAL STUDENTS WITH CHEMICAL DEPENDENCE PROBLEMS: OU CoM POLICY: 317

The Oklahoma Health Professionals Program (OHPP) is a special program of the Oklahoma State Medical Association (OSMA). The program’s purpose is to provide a peer-sponsored program for those physicians (and medical students) who have developed a chemical dependence problem.

DISABILITY RESOURCE CENTER

The University of Oklahoma® is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, The University of Oklahoma® ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma®.

Accommodations on the basis of disability are available by contacting the [Disability Resource Center \(DRC\)](#) by email, drc@ou.edu, or by calling (405) 325-3852 Voice or (405) 325-4173 TDD. Students requesting disability-related services or accommodations are required to submit appropriate documentation to substantiate the disability. DRC staff will review the documentation and send an e-mail to the student's university e-mail account that explains the eligibility determination. Students can expect to receive an initial response within 15 University business days of the Center's receipt of the documentation. Students with disabilities will then schedule an appointment for an initial intake procedure with the DRC staff. During this appointment DRC staff and the student will engage in an interactive process and discuss any history of accommodation, strengths and limitations, and review policies/procedures.

Information on policies and registration with DRC may be found on the DRC website at www.ou.edu/drc .

The University of Oklahoma®
College of Medicine Sponsored Medical Student Group
Disability Program

The University of Oklahoma®
College of Medicine
Oklahoma City, Oklahoma 73190

Providers You Can Count On

The University of Oklahoma® College of Medicine medical student group disability insurance policy (G384067) was developed by Health Sciences Assurance Consulting, Inc. (HSAC) and Macori, Inc. in collaboration with the Office of Student Affairs. The insurance plan was developed to meet unique needs faced by medical and other health science students and is periodically updated based upon input from students and student advisors. The principals of HSAC have over fifty years of insurance experience and have worked with over 100 Health Sciences Institutions in designing student, resident/fellow and faculty/physician group practice programs. Working exclusively within the academic Health Sciences community HSAC has provided informative insurance briefings for Student Affairs Administrators who are members of the Association of American Medical Colleges (AAMC), American Association of Dental Schools (AADS), American Osteopathic Association (AOA) and the American Association of Colleges of Podiatric Medicine (AACPM) to assist them in better understanding and managing their student insurance programs. HSAC works only with companies rated A or better by A.M. Best, a leading authority on rating insurance companies.

The University of Oklahoma® College of Medicine sponsored medical student disability plan is underwritten by **The Guardian Life Insurance Company of America**, 7 Hanover Square, New York, NY 10004, rated A++ (superior) by A.M. Best. The rating of The Guardian Life Insurance Company of America reflects the company's conservative operating strategy, its superior capitalization, high quality investment portfolio and excellent liquidity position. In addition, this rating acknowledges the company's diversified product portfolio and the strong positions which the company maintains in the small-to-medium case size accident and health, dental insurance and professional and upper-income individual life insurance segments. Guardian also holds a prominent role in the industry as a reinsurer of life insurance written by other companies.

Students suffering a disabling injury or illness should submit notice of their disability to Guardian within 30 days of their disability. Disability claim forms are available from The University of Oklahoma® College of Medicine, Office of Student Affairs.

Disability Income Insurance Plan

The disability plan protects you in case you become disabled. If you become totally disabled as defined in the policy, you can receive a monthly benefit starting on the 91st consecutive day after disability begins and continuing until disability ends, the date of death, until required proof of disability is not provided or Social Security retirement age. However, benefit payments for disability due to mental or emotional conditions, alcohol or drug abuse, as defined in the policy of insurance, for which treatment is received on an out-patient basis will be limited to a total of 24 payments in your lifetime. But, if at the end of benefit payments as described above, you are being treated for the cause of your disability as an in-patient in a qualified institution our payments will be extended as defined in the policy of insurance.

Disability monthly benefit amounts:

- \$1,500 for all medical students.
- An annual cost of living benefit equal to 3% of your net monthly benefit after 48 months of disability.

All premium payments are waived for your long term disability income insurance which fall due while disability payments are being paid.

If you become totally and permanently disabled, as defined in the policy of insurance, you are eligible for the following benefits:

- Repayment of all eligible debt, up to \$200,000, that you are legally liable to repay to a financial lending institution for college and/or medical education expenses.

- A critical disability supplement that increases your monthly benefit to \$3,000 for all students.
- Lump Sum Benefit of \$5,000.
- Survivor Benefit of three times your last monthly benefit. (Refer to policy for details.)

This plan also includes a conversion privilege to continue your disability insurance when you begin residency training. Physicians beginning a residency may convert to a monthly benefit of \$2,000. Premiums will increase and the resident will be billed for the resident disability plan on an individual basis. Premium payments must be made in a timely fashion as defined in the policy or the coverage will terminate. For details regarding your conversion privilege please contact Health Sciences Assurance Consulting, Inc.

Student Assistance Program: Guardian provides the following confidential services to students as part of the Disability plan:

- Telephonic consultation with an SAP Counselor
- 3 free sessions with a local counselor
- Web site with information on wellness, a legal and financial center and more

For additional information, please contact Guardian Work Life Matters at (800) 386-7055 or online at www.ibhworklife.com.

Pre-existing conditions: A pre-existing condition is a sickness or injury, including all related conditions and complications, for which, in the 3 months before your insurance under this plan starts, you: (a) receive advice or treatment from a doctor; take prescribed drugs; or receive other medical care or treatment, including consultation with a doctor; or (b) exhibit symptoms which would cause an ordinary prudent person to seek medical advice, diagnosis, care or treatment. We do not pay benefits for disability caused by such a condition unless it starts after you are insured under this plan for 12 consecutive months.

A pregnancy which exists on the date your insurance under this plan starts is also a pre-existing condition.

If this plan replaces another plan, the pre-existing condition limitation shown above will not apply if you: (a) were insured on the day before this plan started under a long term disability plan the plan sponsor had with another insurer; and (b) meet the requirements as defined in the policy of insurance.

What is not covered: We do not cover any period of disability caused, directly or indirectly, by: (a) declared or undeclared war or act of war or armed aggression; (b) your service in the armed forces, National Guard, or military reserves of any state or country; (c) your taking part in a riot or other civil disorder; (d) your commission of, or attempt to commit, a felony; (e) your unlawful use or threat of force on another person without his or her consent; (f) intentional self-injury or attempted suicide while sane or insane; (g) job related or on-the-job injury; or (h) conditions for which benefits are payable by Workers' Compensation or life laws.

We do not pay benefits for any period during which you are confined to any facility as a result of your conviction of a crime or public offense.

We do not pay benefits for any period during which you are not under the regular care and treatment of a doctor.

We do not pay benefits for any period of disability which starts before you are insured by this plan. In addition, no benefit will be payable for any period during which your loss of status as a regular full-time student is not due to your disability.

For questions regarding your disability insurance plan please call:

Health Sciences Assurance Consulting, Inc. 1-888-978-8355

This brochure is a summary of benefits. The Certificate of Coverage contains a complete listing of benefits, limitations, exclusions and a description of the terms and conditions of coverage. The Certificate will govern and control the payment of benefits. UOKMS/DI/11

STUDENT RECORDS

STUDENT RECORDS

The permanent academic record accumulated by students in the College of Medicine is maintained by the **Registrar** of the College. Upon written request, copies of the student's transcript will be made available to the student.

While a student is active in the College of Medicine, an academic folder is maintained in the **Office of Student Services**. It contains biographic information, application information, personal correspondence, and reports of academic progress or academic actions. The contents of this folder are available for review by the student upon request.

RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS (Faculty Handbook: 4.26)

Information maintained by The University of Oklahoma® about students and in some instance former students is covered under the Family Educational Rights and Privacy Act (FERPA). FERPA information is defined as either directory or confidential. Any office gathering such information and/or having custody of it shall release it only in accordance with this policy or as otherwise require by law. When a student enrolls at the university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the University as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes in accordance with applicable law.

The University of Oklahoma®, in compliance with FERPA has designated specific information as Directory Information:

- Name
- Home & Permanent Address
- Email Address
- Telephone numbers
- Major Field of study
- Class year
- Enrollment status
- Anticipated degree date
- Participation in officially recognized University activities
- Degrees and awards received (including outstanding or recognized academic achievement)
- Most recent previous educational institution attended.

This is information which routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student, directory information will be treated as confidential and released only with the student's consent except where disclosure is required or permitted by law. Students may at any time request that directory information be treated as confidential. Student should contact the Registrar at their specific campus location for the appropriate forms. Students should be advised that by withholding directory information, University officials are prohibited from releasing any form of information without their consent, or as permitted or required by law. This means the status of students who apply for an

auto loan, good student discount, or apartment lease, or who need employment verification, enrollment verification, or loan deferments, for example, will only be verified by University officials when accompanied by a release from the student.

OU COMMUNITY HEALTH ALLIANCE (OUCHA)

OU COMMUNITY HEALTH ALLIANCE (OUCHA) I & II ELECTIVE COURSE DESCRIPTIONS (OKC ONLY)

Tulsa students Visit [Tulsa SCM OUCHA site](#) for specific information

Course Director: Dale W. Bratzler, D.O., M.P.H.

Contact: [OU Community Health Alliance](#)
Clinical Skills Education and Testing Center
940 NE 13 Street, 6 Floor Garrison Tower
OU Children's Physician Building
Oklahoma City, Oklahoma 73126
Phone: 405-271-2769 Fax: 405-271-2761
Email: communityhealth@ouhsc.edu

Participation

1. Students must be enrolled in the College of Medicine and in good standing to earn credit for Community Health I and II.
1. Students will earn credit by completing hours and logging them on the website, <http://www.ouhsc.edu/communityhealth/>. **Clinic hours must be logged within 60 days of volunteering. Health Education and Community Involvement hours must be logged within 6 months of volunteering.**
2. Students may participate in organization activities, such as volunteering, without choosing to later enroll in the elective course.
3. To participate in the elective courses, students should visit <http://www.ouhsc.edu/communityhealth/> for more information. All questions should be directed to the OU Community Health Alliance President.

Enrollment

1. To be eligible to enroll in Community Health I, students must complete and document 60 clinical hours, 12 health education initiative hours, and 8 community involvement hours.
 - a. For initial enrollment during the 4th year, students must have completed all of their health education hours and community involvement hours, and at least 50 of the 60 required clinical hours. All 60 of the required clinical hours must be completed by the end of January of the fourth year to be eligible for the elective.
2. To be eligible to enroll in Community Health II, students must have met the requirements for Community Health I, and also completed an additional 20 clinical hours (80 total).
 - a. For initial enrollment during the 4th year, students must have completed the requirements for CH I, and at least 65 of the 80 required clinical hours. All 80 of the required clinical hours must be completed by the end of January of the fourth year to be eligible for the elective.
3. An hours check for graduation will be conducted and sent to the Deans' Office in the fall semester of the fourth year to ensure students have accrued enough hours to earn credit in Community Health I

and/or Community Health II.

4. Students will enroll in the Deans' Office when scheduling their fourth year spring semester.
5. By enrolling in Community Health I or II you are committing to completion of all course requirements for clinical, community involvement, and health education hours prior to the end of January of your fourth year. Students may only enroll in Community Health I or II during the spring semester of their fourth year.
6. Failure to complete course requirements in a scheduled course may result in delay of graduation.
7. If a student suspects they will be unable to complete the course requirements after enrolling in CHI or CHII, they must contact the Dean's office prior to February 1 of their fourth year to amend their schedule. This is crucial for obtaining all credits required for graduation from the OU College of Medicine.
8. An additional hours check will be conducted in January of fourth year to verify that all course requirements have been completed by students who have enrolled in the Community Health Courses.
9. For questions concerning enrollment, please contact the OU Community Health Alliance President.

Community Health I

- Begins upon the first day of the first year of medical school.
- Hours completed prior to the first day of the first year of medical school will **not** count towards the CHI elective.
- 60 clinical hours, 12 health education initiative hours, and 8 community involvement hours are required for course credit.
- A graduation check to verify hours completed towards CH I will be conducted in January of fourth year.
- Two-week elective course credit will be awarded upon approval by the Course Director.
- Students are encouraged to consistently volunteer at clinics and participate in educational experiences throughout all four years of medical school.
- The course may be completed at either OU-OKC or OU-Tulsa. OU-Tulsa students may complete clinical hours at the Bedlam Clinic. Specific course requirements for OU-Tulsa students should be confirmed with the School of Community Medicine and may vary from those on the OKC campus.
- Students must be enrolled in the College of Medicine in good standing to earn credit. Academic standing in the College of Medicine will be evaluated annually. If a student is found to not be in good standing, the student will not be allowed to earn credit until they return to good standing.

Course Requirements

- Clinical Volunteer Hours (60)

- 60 hours volunteering in approved partner clinics. **Hours must be logged online within 60 days of volunteering in order to receive credit.**
- Clinical hours must be completed at approved Oklahoma City partner clinics. OU-Tulsa students may complete clinical hours at the Bedlam Clinic.

- Sign-up for clinics varies with each individual clinic. Please visit <http://www.ouhsc.edu/communityhealth/> for information on how to sign-up. If it is your first time to volunteer at the clinic, contact the Student Clinic Liaison for volunteer instructions. The Student Clinic Liaison is your resource for information about the clinics.
- **Clinical Medicine Facilitator**
 - While the bulk of clinical hours should be attained by volunteering at approved partner clinics, third and fourth year medical students may attain clinical hours by serving as a Clinical Medicine facilitator for first and second year medical students.

Health Education Initiatives Hours (12)

- 12 hours of Health Education Initiatives. **Hours must be logged online within 6 months of volunteering in order to receive credit.** Please see the Health Education Initiatives section of the course description for more details.
- **Health Education Initiatives:**
 - Adopt-A-Doc Volunteer
 - Bridges to Access Planning Committee Member
 - Doctors Back to School
 - Ready, Set, Fit! Instructor
 - Student Driven Health Education Initiatives
 - Sun Safety
 - Tar Wars Instructor
 - Volunteering at a Health Fair
- Additional Health Education Initiatives must be approved by the OU Community Health Alliance President and the Course Director.

Community Involvement Hours (8)

- 8 hours of Community Involvement. **Hours must be logged online within 6 months of volunteering in order to receive credit.**
- This component of the course encourages students to explore subjects that cater to their individual interests while being involved in projects that serve the community.
- Community Involvement Hours must be approved by the President of OU Community Health Alliance and the Course Director.
- Examples of Community Involvement Projects include but are not limited to:
 - Health Advocacy Projects
 - Health Dash
 - International Healthcare Mission Trips
 - Race for the Cure
 - Student Interest Group Projects

Reflection Paper/ Special Project (Community Health I only)

- Students may choose between the two following assignments for completion of the course—only one of the two needs to be completed for the course.
 - **Reflection Paper**
 - This paper must be electronically submitted to the Course Director by the final day of your elective time period.

- Reflection papers must coincide with the following format:
 - Please include student name, student ID number, and date.
 - Double-space the essay and use one inch margins.
 - Content must include 500-1000 words.

Note: To get credit for participation in the elective, you must describe how your participation in the OUCHA experience helped you:

- Understand the challenges facing caregivers that provide services to the underserved;
- Enhance your knowledge/skills in the context of the medical school curriculum;
- Prepare for your role as a medical professional and citizen

(Students must address all three items for full credit.)

- **Special Project**

- Must be pre-approved by the Course Director.
- Must be utilized and implemented before the end of the two week period for which you are enrolled during fourth year.
- Goal of project is to provide knowledge, resources, and experience, which will be used to provide better care for the underserved.
- Must be unique and innovative.
- 3-5 academic resource citations.
- Address the need for this project in community.
- Examples: Development of DM education curriculum for clinics, STD curriculum for adolescents at clinics/schools, outcomes based research on why/how student clinic experience is valuable.

Community Health II

Course Requirements

- Hours may be completed during all four years of medical school.
- 80 Hours of clinical volunteer experience is required for course credit. **Hours must be logged online within 60 days of volunteering in order to receive credit.**
- You do not have to complete Community Health I elective to participate in Community Health II elective. However you do have to meet the requirements for Community Health I (plus the additional 20 clinical hours) to be eligible to enroll in Community Health II.

- Clinical Volunteer Hours

- Clinical hours must be completed at approved Oklahoma City partner clinics. OU-Tulsa students may complete clinical hours at the Bedlam Clinic.
- Students should serve as student team leaders at clinics including but not limited to:
 - Answering questions from students that are within your scope of training
 - Encouraging students to get involved with patient care
 - Providing supervision as skills allow
 - Teaching students history and physical exam skills

- Sign-up for clinics varies with each individual clinic. Please visit <http://www.ouhsc.edu/communityhealth/> for information on how to sign-up. If it is your first time to volunteer at the clinic, contact the Student Clinic Liaison for volunteer instructions. The Student Clinic Liaison is your resource for information about the clinics.

- Clinical Medicine Facilitator

- While the bulk of clinical hours should be attained by volunteering at approved partner clinics, third and fourth year medical students may attain clinical hours by serving as a Clinical Medicine facilitator for first and second year medical students.
-

INCOMING STUDENT CONFIDENTIALITY AGREEMENT

Student acknowledges that as a result of the clinical and related activities it will undertake at or through OUHSC, Student may have access to confidential information, including patient identities. Student shall hold confidential all identifiable patient and OUHSC information obtained as a participant in these activities and will not disclose any personal, medical, financial, or related information to third parties, including family members, students and faculty members, or other health care providers. Student is committed to protecting from any disclosure, whether written or oral, any and all confidential information that Student may come into contact with. Student may not view or copy patient schedules, procedure schedules, patient medical records, or similar documents, except as permitted under this Agreement and any related affiliation agreements. Student may not use any confidential information in presentations, reports, social media, or publications of any kind.

Except as permitted in this Agreement or by law, Student will not use or disclose patient information in a manner that would violate the applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). Student acknowledges that any breach of confidentiality or misuse of information may result in termination of Student’s participation hereunder or in other actions deemed necessary by OUHSC. Unauthorized disclosure may cause irreparable injury to the owner of the information.

I have read these terms and I understand and agree to them. I also understand I may have additional obligations or limitations under the related Affiliation Agreement between OUHSC and Entity.

Student Signature	Date	Institution Witness	Date
-------------------	------	---------------------	------

Student Printed Name

College of Medicine
Class of _____

Oklahoma City, return to:
OU College of Medicine
Office of Student Affairs
PO Box 26901 – BSEB 200
Oklahoma City, OK 73126-0901
Fax - 405-271-2287

Tulsa SCM, return to:
4502 East 41st Street
OU-TU SCM Student Services
Schusterman Center- 1C54
Tulsa, OK 74135

OUTGOING STUDENT CONFIDENTIALITY AGREEMENT

Student acknowledges that as a result of the clinical and related activities it will undertake at or through a designated facility, Student may have access to confidential information, including patient identities. Student shall hold confidential all identifiable patient and facility information obtained as a participant in these activities and to the extent allowed by law, will not disclose any personal, medical, financial, or related information to third parties, including family members, students and faculty members, or other health care providers. Student is committed to protecting from any disclosure, whether written or oral, any and all confidential information that Student may come into contact with. Student may not view or copy patient schedules, procedure schedules, patient medical records, or similar documents, except as permitted under this Agreement and any related affiliation agreements. Student may not use any confidential information in presentations, reports, social media, or publications of any kind, without Facility's prior written approval.

Except as permitted in this Agreement or by law, Student will not use or disclose patient information in a manner that would violate the applicable requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Student acknowledges that any breach of confidentiality or misuse of information may result in termination of Student's participation hereunder or in other actions deemed necessary by facility. Unauthorized disclosure may cause irreparable injury to the owner of the information.

I have read these terms and I understand and agree to them. I also understand I may have additional obligations or limitations under the related Affiliation Agreement between OUHSC and the designated facility.

Student Signature

Date

Student Printed Name

Oklahoma City, return to:
OU College of Medicine
Office of Student Affairs
941 Stanton L. Young Blvd.
Basic Sciences Education Building, Ste. 200
Oklahoma City, OK 73126-0901
Fax - 405-271-2287

Tulsa SCM, return to:
School of Community Medicine
Office of Student Services
1C54-Schusterman Center
4502 East 41st Street
OU-TU SCM Student Services
Tulsa, OK 74135
FAX 405-660-3506

DECLINATION FORM FOR SEASONAL INFLUENZA VACCINE

Name (printed): _____ 3-4 ID or Last 4 of SSN: _____

Facility: _____ Department: _____

This facility has recommended that I receive influenza vaccination in order to protect myself and the patients I serve.

I DO NOT WANT A FLU SHOT.

I acknowledge that I am aware of the following facts:

- Influenza is a serious respiratory disease; on average, 36,000 Americans die every year from influenza-related causes.
- Influenza virus may be shed for up to 24 hours before symptoms begin, increasing the risk of transmission to others.
- Some people with influenza have no symptoms, increasing the risk of transmission to others.
- Influenza virus changes often, making annual vaccination necessary. Immunity following vaccination is strongest for 2 to 6 months. [In California, influenza usually begins circulating in early January and continues through February or March.]
- I understand that the influenza vaccine cannot transmit influenza and it does not prevent all disease.
- I have declined to receive the influenza vaccine for the 2014-2015 season. I acknowledge that influenza vaccination is recommended by the Centers for Disease Control and Prevention for all healthcare workers in order to prevent infection from and transmission of influenza and its complications, including death, to patients, my coworkers, my family, and my community.

Knowing these facts, I choose to decline vaccination at this time. I may change my mind and accept vaccination later, if vaccine is available. I have read and fully understand the information on this declination form.

I am declining due to the following reasons (check all that apply):

- I believe I will get influenza if I get the vaccine.
- I do not like needles.
- My philosophical or religious beliefs prohibit vaccination.
- I have an allergy or medical contraindication to receiving the vaccine.
- Other reason – please tell us. _____

- I understand that if I choose to decline the influenza vaccine, and my job duties may cause me to infect patients or to become infected, I will be required to wear a surgical mask or respirator, as appropriate, within 6 feet of patients or in designated areas during influenza season.
- I understand that I may change my mind at any time and accept influenza vaccination, if vaccine is available.
- I have read and fully understand the information on this declination form.

Signature

Date



OU Medical Center | The Children's Hospital | OU Medical Center Edmond

STUDENT CONSENT AND RELEASE FOR USE OF PICTURE and VOICE*

I consent to The Board of Regents of The University of Oklahoma® (“University”) recording and disclosing my likeness, image and voice as embodied in any picture, videotape, film, slide, or audio recording (collectively “Images”) taken while I’m a student at The University of Oklahoma® Health Sciences Center. It is understood that these Images will be used at the discretion of the University including, but not limited to, for University/college/departmental publications, composite photos, website postings, brochures, newsletters, recruitment, promotion, identification, honors and awards, and other publications related to the University’s teaching, research or public outreach mission. It is understood that these Images will be used for an academic purpose at the discretion of the University. To the extent the Images addressed herein are education records governed by the Family Educational Rights and Privacy Act of 1974, I grant the University permission to release the information to individuals or entities in furtherance of the purpose(s) stated in this paragraph to third parties. These individuals may include another student, employee or staff member, representative or contractor of the University, and/or the public (limited to public display and publication for purposes related to the University’s academic mission).

By signing this Consent and Release, I grant to the University the absolute right and permission to copyright, in its own name or otherwise, and use, reuse, publish, and republish Images that may include my Image in whole or in part for the purposes identified in the above paragraph. I hereby waive any right, title or interest that I may have to these Images, including, but not limited to, the right to inspect or approve the finished product or products and the advertising copy, if applicable, or any use to which it may be applied. I agree that all such Images and plates and negatives and the like connected therewith, are and shall remain the property of the University. I release, discharge and agree to hold harmless The Board of Regents of The University of Oklahoma®, including, but not limited to, its Regents, officers, employees, agents, representatives and assigns, and all persons acting under the University’s permission or authority from any and all claims, damages, and liability arising out of the use and disclosure of my Images and any publication thereof, including without limitation any claims of libel or invasion of privacy.

I am eighteen years of age or older and have the right to contract in my own name and I am not restricted by any other commitments to third parties and the University has no financial commitment or obligation to me as a result of this Agreement. I have read the above Consent and Release, prior to its execution, and I am fully familiar with its contents.

Date: _____

Name: _____ Signature: _____

If Student is a minor: _____
Signature of Parent or Legal Guardian

This form shall remain valid through my enrollment at the University. However, I may revoke this Consent at any time by sending a written request to College of Medicine, Office of Student Affairs, PO Box 26901-BSEB 103, Oklahoma City, OK 73126-0901.

*NOT FOR USE WITH RECORDING OF PROTECTED HEALTH INFORMATION (“PHI”)

Oklahoma City, return to:
OU College of Medicine
Office of Student Affairs
941 Stanton L. Young Blvd.
Basic Sciences Education Building, Ste. 200
Oklahoma City, OK 73126-0901
Fax - 405-271-2287

Tulsa SCM, return to:
School of Community Medicine
Office of Student Services
1C54-Schusterman Center
4502 East 41st Street
OU-TU SCM Student Services
Tulsa, OK 74135
FAX 405-660-3506

STUDENT CONSENT TO RELEASE EDUCATION RECORDS TO ROTATION SITES

Students are asked to carefully read and affirm that they have read and understand, and agree to the terms of the Student Consent to Release Education Records to Rotation Sites.

STUDENT CONSENT TO RELEASE EDUCATION RECORDS TO ROTATION SITES

I understand that the success of my clinical or academic rotation may require communication between the staff of my rotation site and University program faculty and staff. These communications will relate to my education, performance, and progression in the rotation and may include, but are not limited to, discussion of the following:

- My interaction with patients /staff / instructors
- My performance
- My status in program
- My competency and skill levels
- My initiative and professional behavior

In addition, I understand that my Social Security Number (SSN) and Date of Birth may be shared with the VA, OUMC, and other participating facilities for purposes of tracking and billing.

Student Signature

Date

Student Printed Name

Oklahoma City, return to:
OU College of Medicine
Office of Student Affairs
941 Stanton L. Young Blvd.
Basic Sciences Education Building, Ste. 200
Oklahoma City, OK 73126-0901
Fax - 405-271-2287

Tulsa SCM, return to:
School of Community Medicine
Office of Student Services
1C54-Schusterman Center
4502 East 41st Street
OU-TU SCM Student Services
Tulsa, OK 74135
FAX 405-660-3506

Clinical Site Requirements and Restrictions (updated 5.29.2019)

The University of Oklahoma College of Medicine

Student educational experiences at clinical sites are a privilege subject to various rules and conditions.

The following conditions, requirements, and/or restrictions apply to clinical education experiences that occur at clinical training sites. Students are required to fully observe, obey, and comply with each of the items listed below. Certain sites impose additional requirements (see Site-Specific Requirements below). Please read each of these items carefully. If students have questions they may contact the associate deans responsible for academic affairs or student affairs.

1. Students are required to wear uniforms (student white coat) with name badges issued by the School, be well groomed and make a neat appearance while at the site.
2. Students must follow and abide by College of Medicine policies.
3. Students are required to be familiar with, adhere to, and abide by all administrative and/or clinical rules, regulations, policies, standards, and practices of the clinical training site including those regarding professional behaviors and attitudes that are applicable to students. Students are expected to participate in any applicable training that is provided by the site. Such materials and training may be provided and/or delivered by the clinical training site.
4. Students may be required by some sites to have a health/medical examination prior to beginning of training experience.
5. Students are required to follow the policies and procedures of the clinical training site with respect to confidentiality of patient/client records and information imparted during training experience, i.e. protected health information (PHI), as required by HIPAA and other applicable laws and regulations. These requirements survive the termination or expiration of the training experience.
6. Student's participation in rotation at clinical training site does not create an employment relationship between the student and the host agenda and student is not entitled to compensation, fringe benefits, worker's compensation, unemployment compensation, income tax withholding, social security or any other program benefit.
7. Students may not use in any manner the names, symbols, trademarks, service marks, or other intellectual property of the facility or its affiliates or subsidiaries without prior written consent.
8. Students may not circulate or publish any material (including classified information) related to the clinical learning experience without the written consent of the facility.
9. Students must sign Trainee Confidentiality Agreement (maintained in the Office of Student Affairs).
10. Students are allowed to observe College of Medicine holidays.
11. Students must be supervised at all times in accordance with College of Medicine policy #410. Students must report inadequate clinical supervision in accordance with policies #416 and 417.
12. Students are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order. Students may accept orders and assignment only from the faculty or the Instructor making patient assignments to the students.
13. Students are not permitted to double-check on medications or blood products.
14. Students must not begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.
15. Students may not administer IV Push medications with or without supervision at some sites.
16. Students may not serve as witness to legal documents at some sites.

17. Some sites require a Criminal Background Check (CBC) in addition to the one required by the College of Medicine (which may include fingerprinting). If a request is made, the student shall submit the requested information.
18. Some sites require verification of immunization/vaccination history. Upon request, the student will provide such documentation or request the Student Affairs Office to provide.
19. Some sites may require proof that student has received training in the prevention of transmission of both blood borne and airborne pathogens and in universal precautions. Upon request, the student will provide such documentation or request the Student Affairs Office to provide.
20. Some sites may require students to obtain, undergo, or utilize additional precautionary health requirements, medical examinations, or other protective measures. If a site imposes additional requirements beyond what the student has experienced in their education to that point, it is the student's responsibility to obtain and/or meet these requirements.
21. Some sites require that students maintain professional liability insurance in excess of the base amount provided by the College. Students must work with the college to obtain additional insurance as required by the site.
22. Some sites require that students maintain health insurance and may request students provide proof of insurance prior to beginning of training experience.
23. Some sites require that students submit to a substance abuse/drug screening test.
24. If a situation occurs where a student is requested to engage in actions that violate OU COM or OUHSC Policy, the student shall immediately contact the site supervisor and the associate dean responsible for student affairs.
25. If a student does not feel that they are able to perform the assigned clinical responsibilities he/she must contact his/her course director (or associate dean for student affairs if they are unable to reach the course director).
26. Students must provide their own transportation, to arrive and depart promptly, and park in appropriate designated areas only.
27. Students must maintain current BLS status at all times.
28. Students understand that they may be removed or withdrawn from the site when it is determined that further participation is not desirable.
29. Students are required to maintain confidentiality at all times and may not take any records, documents, facility materials from the facility at any time without written permission.
30. Students may also not use their cellular phones or any other devices to take photos or videos while in the facility.
31. Some sites may require students to receive an annual influenza vaccination or to sign a document indicating that they will wear a surgical mask while at the site because they did not receive the vaccine. Students must comply with the requirements that are specific to each site.

Site-Specific Requirements

Local and Regional Institutions

Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital

- Evidence of a criminal background check, immunizations, 5-panel drug screen, tuberculosis screening and respiratory mask fit certificate for each rotating student.
- An acceptable criminal background check must be clear and is valid only if completed while student is enrolled in current program.

- Required proof of immunizations must include MMR vaccination, varicella vaccination or immunity, and Hepatitis B vaccination. A signed waiver will be accepted if Hepatitis B vaccination is refused. Proof of a flu shot is required if rotating in the months of December through March. If flu shot is refused, student must wear mask in all patient areas.
- The required 5-panel drug screen must include screen for amphetamines, marijuana, cocaine, opiates, and phencyclidine. Drug screen only valid if completed while student is enrolled in current program.
- Tuberculosis screening and respiratory mask fit certificate must have been completed within 12 months of rotation.

AHS Hillcrest Medical Center

- Students will sign a Student Confidentiality Agreement that will be kept on file in the College of Medicine. Copies of this signed document may be provided to the Facility upon request.

Armor Correctional Health Services, Inc.

- Student shall follow all applicable administrative policies, standards, and practices of the Oklahoma County Sheriff's Office, in addition to those of the facility and College, relative to security, clinical education, clinical performance, and patient care, including confidentiality of Protected Health Information as described by HIPAA.
- Student shall not conduct any research involving the Facility's patients without prior written consent of the Affiliate.

Chickasaw Nation Medical Center

- Students must have current CPR certification that meets facility standards before beginning clinical rotations.
- Students are responsible for timely compliance with the criminal background checks, including fingerprinting, in accordance with Chickasaw Nation Department of Health (CNDH) Policy Number 09 ADM 7210 as provided for in §5.

Christiana Care Health Services (CCHS)

- Students must pass the following clearances:
 - Criminal Background check (in accordance with the procedures established by OUCOM)
 - Child Abuse Check (in accordance with procedures established CCHS, who will conduct this check)
 - Elder Abuse Registry Check (in accordance with the procedures established by CCHS, who will conduct this check)
 - Valid Visa for non-US citizen students
 - Drug Screen (in accordance with procedures established by OUCOM)
 - Such other requirements as CCHS may deem necessary or as required under Delaware State Law.
- Student must maintain professional insurance covering all acts and/or omissions of student participating under affiliation agreement: (i) professional liability insurance with a minimum limit of \$1,000,000 per occurrence and an annual aggregate limit of \$3,000,000 and (ii) proof of insurance.

Claremore Regional Hospital

General Regulations:

- a. Fourth-Year Students are permitted to the following functions:
 - i. Assist in surgery
 - ii. History and Physical (H&P) under Direct Personal Physician Supervision, write SOAP notes with Direct Personal Physician Supervision and immediately cosigned by attending physician.
 - iii. Perform physical exam under Personal Physician Supervision.
 - iv. Observe procedure under Personal Physician Supervision.
 - v. Write progress or procedure notes under Direct Physician Supervision.
 - vi. Write ER charts under Direct Physician Supervision of ED physician, with appropriate documentation completed by ER physician.
 - vii. Write orders, including prescriptions, under Direct Physician Supervision with co-signature by attending physician before being taken off chart and/or any actions are taken based on the orders.
 - viii. Start IV after completing IV training, perform insertion of IVs or draw blood under Personal Physician Supervision: stick attempts limited to two (2) per patient and obtain patient consent prior to first attempt.
 - ix. Discharge summary under Direct Physician Supervision with co-signature by attending.
 - x. Perform procedures listed below under Personal Physician Supervision with appropriate written patient consent:
 1. Abscess, I&D
 2. Casting or Splintering
 3. Skin biopsy
 4. Laceration repair
 5. Nail excision
 6. Ocular Exam with Slit-Lamp
 7. Wart Treatment
 8. Insertion of Foley catheter
 9. Placement of Nasogastric tube
 10. Draw Arterial Blood Gas specimen
 11. Arthrocentesis
 12. Joint Injection
 13. Lumbar puncture
- b. Fourth-Year Students are not permitted to the following functions:
 - i. Order any treatment or medications without countersignature of physician.
 - ii. Write Inpatient or Outpatient Prescriptions without co-signature of attending physician.
 - iii. Write Surgery Reports.
 - iv. Write Consultation Reports.
 - v. Write orders regarding end of life, such as DNRs.
 - vi. Perform Procedures other than the **Patient Care Duties to be provided by Students** described above.
 - vii. Students cannot provide the following patient care duties
 1. Central Line
 2. PIC lines
 3. Intubation
 4. Cut down

**Deaconess Health System, LLC (Hospital) and Deaconess Physician Services (Clinics)
(AllianceHealth Deaconess)**

- Medical students must provide facility with copy of below forms before student may provide patient care services at facility:
 - Substance Policy Consent Form
 - Background Consent Form
 - Student Confidentiality Agreement
- Medical Students are strictly prohibited from performing any and all functions that are not specifically permitted.
- Medical students may not do the following:
 - Give verbal or telephone orders
 - Write orders regarding end-of-life, such as DNR
 - Dictate or otherwise serve as “scribe” for the supervising physician
- Scope of Duties Permitted:
Medical Student will be under the supervision and direction of the assigned hospital credentialed attending physician who will oversee the rotation(s) of the Medical Students while on rotation from School.

First-Year Students: First-Year Students are permitted to perform the following functions only:

- Observation and follow only, until successfully completion of Clinical Medicine I- Clinical Skills Training.
Thereafter, may also perform:
 - History taking under direct physician supervision;
 - Limited Physical Examination under personal physician supervision.

Second-Year Students: Second-Year Students are permitted to perform the following functions only:

- All functions permitted for First-Year Students as stated above
- History taking under direct physician supervision
- Limited Physical Examination under personal physician supervision until physician determines competency, after which student may perform Limited Physical Examination under direct physician supervision.

Third- and Fourth-Year Students: Third- and Fourth-Year students are permitted to perform the following functions only:

- All functions permitted for First- and Second-year Students, as stated above.
- Under direct physician supervision, may “round” on patients, to include:
 - Gathering lab, radiology, nursing and other information/results
 - Obtaining history
 - Performing Limited Physical Exam
 - Developing interim assessments and recommendations
- For genitourinary, breast or rectal exam, student may perform exam under personal physician supervision, if the supervising physician determines the student’s readiness and a gender-appropriate chaperone is present, as indicated.
- Under direct physician supervision, may write student notes regarding E/M services or procedures.

- If such student notes are to be placed in the patient chart, they must be clearly labeled as student notes and co-signed by the supervising physician within 48 hours; these student notes are just that—student notes. They are not the progress note for the patient and never stand alone as such.
- If such notes are strictly for the educational experience of the student and will not be placed in the chart, they must not use patient identifiers and should be shredded as consistent with hospital HIPAA policies.
- May write orders on the chart which must be immediately reviewed and countersigned by supervising physician before any action is taken based on those orders.
- The following procedures may be performed by third- or fourth-year medical students only if (a) the supervising physician determines the student’s readiness to start to perform the procedure under personal supervision, and (b) the supervising physician has the appropriate privileges, competency and teaching proficiency to educate medical students in their performance, and (c) upon obtaining appropriate patient consent.
 - The following procedures must be performed under the personal supervision of the physician until the physician determines the student is competent to perform the procedure:
 - Perform insertion of IVs or draw blood—stick attempts limited to two (2) per patient
 - Ocular Exam with Slit-Lamp
 - Wart treatment
 - Insertion of Foley catheter
 - Draw Arterial Blood Gas specimen
 - Placement of Nasogastric tube
 - The following procedures must always be performed by the student under personal physician supervision:
 - Incision and drainage of Abscess
 - Skin biopsy
 - Casting or Splinting
 - Arthrocentesis
 - Joint Injection
 - Lumbar puncture
 - Laceration repair
 - Scrub on cases in operating suite
- The above notwithstanding, duties and activities of students must not conflict with hospital policies.

Freeman Health System

- Students must complete a full disclosure of their criminal history, if any, and a disclosure of whether or not they are listed on the Missouri Employee Disqualification List, all as required by §192.2495 and §192.2490 RSMo, upon registering with Freeman’s Human Resources Department (“HR Department”) on forms provided by Freeman’s HR Department. Freeman will check to see if the Student is listed on the Missouri Employee Disqualification List at the time of registering the Student. Additionally, Freeman will run initial checks on Students with the following entities upon registration:

- EDL: <https://www.prod.dss.mo.gov/NASN>;
- OIG: <http://exclusions.oig.hhs.gov/search.aspx>;
- SAM: <https://www.sam.gov/portal/public/SAM/>; and
- DHS CNA: <https://webapp01.dhss.mo.gov/cnaregistry/CNASearch.aspx>
- Students will be required to sign a consent form, provided by Freeman’s HR Department, as required by §192.2495 and §43.540 of the Revised Statutes of Missouri, so that Freeman may request, at its discretion, a criminal records review.
- Students are not permitted to perform any of the following, unless allowed within their existing licensure: (i) accept orders from physicians or other health care professionals in person or by telephone or to directly call a physician or physician’s office to obtain an order; (ii) double-check on medications or blood products; or (iii) begin or discontinue blood products, chemotherapy or experimental drugs and therapies.
- Students must undergo initial processing at Freeman’s Human Resources (HR) Department. Students must wear a name badge issued to them by Freeman or by College/University, if approved by Freeman, at all times while on the premises of Freeman.
- Students must return any Freeman equipment, including scrubs, used during the Student Rotation.

Hennepin County Medical Center

- Students must have been administered a Mantoux test and follow-up, as indicated, within six months (or one year if on a yearly testing program) prior the student’s start at Facility.
- Students must verify they have had Mumps, Rubella, Rubeola, Chickenpox and Hepatitis B screening and vaccination, as indicated. Students that will have direct patient access must have on file an annual influenza vaccine each year or a signed declination in their file maintained by College. Vaccination should be done before November 1 of every year.
- Students with infectious diseases or any open or dripping lesions on their body must be evaluated in the Facility Employee Health Service (EHS). EHS will determine their ability to participate in their duties and counsel the employee/student on precautions to prevent the spread of nosocomial disease.

AHS Hillcrest Medical Center

- Students will sign a Student Confidentiality Agreement that will be kept on file in the College of Medicine. Copies of this signed document may be provided to the Facility upon request.

Integris Sites (including, but not limited to, Integris Baptist, Integris Mental Health Center, Integris Pediatric Neurology)

- Students are required to observe, comply with, and be bound by all INTEGRIS Health regulations, policies and procedures. Students are asked to contact INTEGRIS Health’s, Inc. Corporate Compliance Hotline (888-243-9597) to report suspected fraud, abuse or other illegal or unethical activities. Students are asked to observe, comply with the INTEGRIS Code of Conduct (which may be found at: <https://integrisok.com/careers/career-development/integris-code-of-conduct>)

Maricopa Medical Center

- Accepted application via the AAMC VSAS Program or signed application
- Curriculum Vitae
- Copy of School ID, Passport or State Issued ID Card
- Letter of Good Standing

- Transcripts - Required for each academic year
- Proof of Professional Liability
- Signed Acknowledgement of Confidentiality
- USMLE/COMLEX Scores (4th year only)
- Verification of HIPAA training
- Proof of the following Immunizations: Flu Vaccine (Seasonal), MMR, Tetanus, Hepatitis B, Varicella, and ppd Status + or - . If +, include
- result of chest radiograph
- Proof of compliance with School's background check policy or MIHS background check including criminal background check for a fee.
- Proof of current Basic Life Support Certification
- Documentation of a cleared drug screen
- If required, proof of TB particulate respirator training and fit test and inform Student that they are to bring their own respirator.

Muskogee Regional Medical Center

- Each Program Participant will sign a Statement of Responsibility and Security.
- **Health of Program Participants.** All Program Participants shall, if required by Hospital, submit to a medical examination acceptable to Hospital prior to their participation in a Program at Hospital at least once a year or as otherwise required by applicable Oklahoma State law. Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in a Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.
- Dress Code; Breaks. All Program Participants shall remain on the Hospital premises for breaks, including meals. Program Participants shall pay for their own meals at Hospital.

Midwest Regional Medical Center- Midwest City, OK

- Students will sign a Student Confidentiality Agreement

Norman Regional Health System- Norman, OK

- Students must successfully complete a background check within 90 days before they visit the facility
- Students must have a current flu shot (wearing a mask is not acceptable)

Oklahoma City Indian Clinic—Oklahoma City, OK

- Student must have documentation of influenza vaccination.
- This site requires that students maintain professional liability insurance in excess of the base amount provided by the College. Students must work with the college to obtain additional insurance coverage as required by the site.
- Student health information must include:
Documentation of tuberculosis exposure screening, and immunity status against tetanus, Diphtheria, Measles (Rubeola), Mumps, Rubella, influenza, and Hepatitis B.
Tuberculosis screening- either a negative T.B. skin test within the 12 months prior to beginning at the site or, if past skin test has been positive, at least one negative chest film since conversion.

Tetanus & Diphtheria immunity – documentation of vaccination including a booster within the last ten years if necessary

Mumps & Rubella Immunity – documentation of vaccination or documentation of rubella titer showing immunity

Rubeola (measles) Immunity – documentation of prior physician-diagnosed measles, or of titer showing immunity, birth before 1957, or documentation of receipt of two doses of measles vaccine on or after first birthday

Hepatitis B – documentation of vaccination or of Hepatitis B titer showing immunity.

OU Medicine, Inc.--Oklahoma City, OK

- A Student may perform duties and procedures for which he or she is qualified

Regional Medical Laboratory, Inc.—Tulsa, OK

- Student shall provide to the Facility verification of the following immunizations and tests on student: (i) comprehensive 10 panel drug testing; (ii) verification that immunity requirements are met and supported by documentations for Mumps, Rubella, Rubeola and Varicella in accordance with recommendations of the CDC; (iii) verification of Hepatitis B vaccination in accordance with recommendations of OSHA; (iv) TB test within past 12 months, and when results are positive, verification of supporting documentation for a chest x-ray reflecting no evidence of TB disease; (v) documentation of influenza vaccination or documentation of declination of influenza vaccine stating reasons for declination and (vi) verification of tdap immunization. The student shall be responsible for payment of any health care treatment resulting from drug testing. In addition, the student will have a background check from the state of residency run within one year of the first clinical at St. John facilities which reflect the following:
 - Criminal history for each county of residence;
 - National sexual offender registry;
 - Social Security verification;
 - Residency history; and
 - National healthcare fraud and abuse scan (OIG, GSA);

Results of the background check will be given to facility by student. The facility will not share the contents or results of the background check with the school or its employees. Student will also provide a copy of the exclusion from Federal Programs Search available at <http://exclusions.oig.hhs.gov>.

- Student must receive from school an orientation training program before beginning clinical rotations with a dedicated section to safety training in compliance with applicable OSHA and CDC regulations concerning “Occupational Exposure to Blood Borne Pathogens.” The training program will include information about blood borne diseases, pathogens, Exposure Control Plan, and Hazard Communication Program.

Spectrum Health System

- Student must provide prior to rotation, written proof of current immunizations and TB skin test results in accordance with Spectrum requirements (which may be amended from time to time):
 - Measles (Rubeola), Rubella, and Mumps
 - Varicella (chickenpox)
 - Hepatitis B
 - Tetanus, Diphtheria, and Pertussis
 - TB

- Influenza Vaccination
- Student may be required to provide:
 - Completed application
 - Reference check
 - Clinical skills check
 - Proof of current licensure or certification
- Student may be subject to drug screens and criminal background checks per policies and procedures of Spectrum Health
- Student will be required to completed training in OSHA Blood borne Pathogen standards prior to rotation
- Student must maintain the confidentiality of patient information and records: students may not (1) disclose, discuss or otherwise reveal any information regarding patients or visitors except that which is required in the course of performing their duties; (2) discuss a patient's condition in public areas; (3) share or disclose a computer user ID password or use another staff member's computer ID or password; or (4) use a code, access a file or retrieve any stored information unless they are specifically authorized to do so by Spectrum Health.
- Student must abide by all Spectrum Health policies and procedures.
- Student must attend Spectrum Health orientation, which includes introduction to their policies and procedures, including safety, infection control, documentation guidelines specific and appropriate to the educational opportunity, and orientation with Spectrum Offices of Research Administration, if applicable, prior to rotation.
- Student understands importance of having in force an individual policy of health insurance; Spectrum assumes not responsibility for costs related to medical care received by student.

St. John Medical Center

- All enrolled Students who independently shadow a physician outside the Clinical Rotations must notify both the Medical Staff office at St. John Medical Center, Inc. and the COO of the participating hospital prior to the experience. If the student does not notify both the Medical Staff Office and the applicable COO, then the Student will not be permitted to participate in the shadowing experience.
- Student and/or College shall provide to the Facility verification of the following immunizations and tests on Student: (i) comprehensive 10 panel drug testing; (ii) verification that immunity requirements are met and supported by documentation for: Mumps, Rubella, Rubeola and Varicella in accordance with recommendations of the Centers for Disease Control (CDC); (iii) verification of Hepatitis 8 vaccination in accordance with recommendations of OSHA; (iv) TB test within past twelve months, and when results are positive, verification of supporting documentation for a chest x-ray reflecting no evidence of TB disease; (v) documentation of influenza vaccination or documentation of declination of influenza vaccine stating reasons for declination and (vi) verification of tdap immunization. The student shall be responsible for payment of any health care treatment resulting from drug testing.
- In addition, the Student will have a background check from the state of residency within 1 year of the first clinical at St. John facilities on each Student which will reflect the following:
 - i. Criminal history for each county of residence;
 - ii. National sexual offender registry;
 - iii. Social Security verification;
 - IV. Residency history; and
 - v. National healthcare fraud and abuse scan (OIG, GSA);
 Results of the background check will be given to Facility by Student.

- Before beginning the clinical rotations, the College shall require that each Student and on-site faculty have current cardiopulmonary resuscitation (CPR) certification that meets standards acceptable to the Facility.
- College will provide an Orientation Training Program to Students and Instructors before beginning clinical rotations with a dedicated section to safety training in compliance with applicable OSHA and CDC regulations concerning “Occupational Exposure to Blood Borne Pathogens.” The training program will include information about blood borne diseases, pathogens, Exposure Control Plan, and Hazard Communication Program.
- College shall verify that Students have received information regarding Hazardous Communication and Standard Precautions and received, completed, and returned the Facility’s orientation packet provided to the College by Facility prior to assignment to the Facility.

Valir Health, LLC

- For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) current negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician’s designee; (v) results from a background check; (vi) a current Influenza vaccination; (vii) results of student drug screen; (viii) proof of student liability insurance.
- The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

Military Rotations

Brooke Army Medical Center (BAMC)-Fort Sam Houston, TX

- Students must meet minimum age requirements and, on request, certify that they are enrolled at least half-time in the educational program.
- Students may not publish any material related to the clinical learning experience that has not been reviewed and cleared by the BAMC Public Affairs Office.
- Students will furnish certification of following immunizations:
 - TBST; Hepatitis B (initial series plus serologic titer positive; MMR (one adult vaccine: or birth prior to 1957 or positive titers); Tetanus (every 10 years); varicella (documented history of illness or positive titer)
- Before receiving access to the computer Information Technology system and receiving and access card the student will complete the Acceptable Use Policy.
- Student will coordinate schedule of activities and designate appropriate point of contact for this purpose

Naval Medical Center Portsmouth-Portsmouth, VA

- Students who operate an automobile on the military base must maintain the minimum requirements of applicable local and State law and U.S. Navy regulations, as provided on automobile liability insurance.

- Students cannot publish any materials developed as a result of their clinical experiences that have not been approved for release, in writing, by Naval Medical Center Portsmouth and the affiliating institution.
- Students must sign the trainee agreement addendum.
- Students must submit the base access request form to the government trusted agent 10 working days prior to the students' arrival. Students must provide a criminal background check directly to NCMP and NCMP will not share the results of the background check with the affiliating institution. Students are required to obtain a vehicle pass at the Norfolk Pass and ID office. Those requiring access for 30 days or longer will also be issued a regional general access badge.
- Students requiring access to any information management computer system that are United States citizens require the following in order to be granted a Common Access Card (CAC) and these items must be provided to the government appointed trusted agent up on completion:
 - Virginal Criminal Information Network (VCIN) Investigation (Criminal Background Check).
 - SF85, (Questionnaire for Public Trust Positions) which includes FBI fingerprint check and financial check (submitted by NMCP/conducted by OPM).

Reynolds Army Community Hospital

- Students must obtain health and other medical examinations and protective measures as the Commander of the Army medical facility deems necessary.

Walter Reed National Military Medical Center-Bethesda, MD

- Students are required to sign the Trainee Agreement Addendum.
- Students are required to provide documentary proof that they are, in fact, US citizens to go to training facility.
- Students are responsible for health examination and such other medical examination necessary for trainees.
- Students who operate an automobile on the military base must maintain the minimum statutory requirements of applicable local and State law and DOD regulations on automobile liability insurance.
- Students may not use the Walter Reed National Military Medical Center name in any publicity or advertising media.
- Students cannot publish any materials developed as a result of their clinical experience that has not been approved for release, in writing, by the DOD and the University of Oklahoma.

Visiting Student Rotations at Outside Medical Schools

Duke University

- Additional professional liability coverage (\$2,000,000 per occurrence/\$5,000,000 annual aggregate).

Kaiser Foundation Hospitals, The Permanente Medical Group Inc.

Medical Student must comply with Kaiser Permanente requirements for immunizations and tests as Kaiser Permanente determines are appropriate, including without limitation, the following:

- Tuberculosis Screening.

- Medical Students with documented “negative” PPD skin test history must have a current Intermediate Strength PPD skin test that is read and documented as “negative” before rotating to any Kaiser Permanente Training Facility.
- For negative skin test reactors, the date of the last PPD skin test is important to determine the need for 2-step skin testing. If the interval from the last skin test is one (1) year or longer, the 2-step procedure is required: two (2) PPD skin tests one week apart. If a skin test has been documented within the last one (1) year, only a single PPD skin test is required.
- Medical Students with documented “positive” PPD skin test history must have clear chest x-ray (defined as negative for active tuberculosis) within one (1) year before rotating to any Kaiser Permanente Training Facility. Kaiser Permanente may require additional tuberculosis screening and surveillance in its sole discretion.
- Medical Student shall report to Medical School if any Medical Student’s PPD status changes from negative to positive. When Medical School becomes aware of such a change, it must notify Kaiser Permanente and each Training Facility where the Medical Student rotated. Medical School shall provide written documentation that confirms that all necessary follow-up treatment has been completed and that Medical Student does not have infectious Tuberculosis. Upon Kaiser Permanente’s oral or written request, Medical School shall immediately remove from Training Facilities any Medical Student determined to have infectious Tuberculosis.
- Positive Rubella Titer. A serology lab results slip showing past disease and immunity or an immunization record signed by a qualified health provider.
 - born in 1957 or after are required to document receipt of two doses of vaccine).
- Positive Varicella Titer. A serology lab results slip showing past disease and immunity or an immunization record signed by a qualified health provider (may require two doses of vaccine to achieve immunity). If only one dose received, serology should be performed to determine the need for a second dose.
- Positive Mumps Titer. A serology lab results slip showing past disease and immunity or an immunization record signed by a qualified health provider.
- Hepatitis B. Hepatitis B vaccination series shall be offered to all Medical Students and each Medical Student shall sign a consent/declination form. Vaccination is strongly recommended but not mandatory.
- Written permission of Medical Student to disclose medical information.
- Kaiser Permanente shall not be responsible for providing any immunization or vaccination of any Medical Student.

National Institute of Health (NIH)

The Student Shall:

- Be responsible for completing all elements of the online application system.
- Comply with all rules, regulations and policies of the National Institutes of Health.
- Maintain the confidentiality of patient information and records consistent with the provisions of the Privacy Act.
- Be invited and encouraged to take part in educational activities of the NIH, including such events as grand rounds, symposia, and conferences. The student shall have access to journals, books, and periodicals at the NIH.
- Be excused from clinical experiences on all Federal Holidays

- Unless otherwise specified, assume the responsibility for transportation to and from the NIH and for all other personal expenses, including meals and housing. A stipend will not be provided,. The student will be permitted at his or her own expense to use the cafeterias at the NIH.
- Provide written evidence, prior to arriving at the NIH, of: 1.) A negative Mantoux test (intermediate strength PPD) done within the last 12 months, or a chest x-ray report made within twelve months for those with a positive Mantoux test, 2.) a diphtheria-tetanus booster injections within the past 10 years, 3.) immunization with the Rubella vaccine 4.) immunization with the varicella vaccine, 5.) completed immunization for Hepatitis B or a signed declination, and 6.) completed immunization for Influenza A and B.

University of Colorado School of Medicine

- Additional professional liability coverage (\$1,000,000 per occurrence/\$3,000,000 annual aggregate).

Vanderbilt University Medical Center-Nashville, TN

- Students must have completed the didactic material in preparation for their educational experience and must have completed their third-year of medical education (“senior medical students”).
- Students must have had adequate classroom training prior to arrival for educational experiences.

Wake Forest School of Medicine

- Additional professional liability coverage (\$1,000,000 per occurrence/\$3,000,000 annual aggregate)

WEB-BASED RESOURCES

OKC

[MS 1 – MS 4: Course Director / Course Coordinator Listing](#)

[MS 1 – MS 2: Preclinical Course Catalog](#)

[MS 3 – MS 4: Clerkships Catalog](#)

[MS 3: Selectives Course Catalog](#)

[MS 4: Electives Catalog](#)

[Information for Current Students: OU College of Medicine Website](#)

[OU College of Medicine Policy and Procedures Manual](#)

[OUHSC Faculty Handbook](#)

[OUHSC Student Handbook](#)

TULSA SCM

[School of Community Medicine Student Services Website](#)

[School of Community Medicine Current Students](#)

[OU-Tulsa Student Affairs](#)

NATIONAL WEB SITES

[AAMC Careers in Medicine](#)

[ERAS \(Electronic Residency Application Service\)](#)

[FREIDA \(Fellowship and Residency Electronic Interactive Database\)](#)

FREIDA is a good source of general information on residency programs

[NBME \(National Board of Medical Examiners\)](#)

[NRMP \(National Residency Matching Program\)](#)

[San Francisco Match](#)

Ophthalmology Match

[USMLE \(United States Medical Licensing Examination\)](#)

[Urology Match](#)