

UNIVERSITY OF OKLAHOMA

College of Medicine, Tulsa

School of Community Medicine

**School of Community Medicine Student Services Office
4502 E. 41st Street, TULSA, OK 74135
Phone: (918) 660-3500**

POLICY STATEMENT FOR VISITING VOCATIONAL SCHOOL STUDENTS

A student must be currently enrolled and in good standing in a **health-care-related** program at any accredited public or private vocational school in the state of Oklahoma. Student is permitted for observation purposes only. A current affiliation agreement must be held between the University of Oklahoma and the sending institution. Participation is by specific patient permission only and if the patient objects to the student's presence, he/she must leave the room.

APPLICATION PROCEDURES FOR REQUESTING DEPARTMENT

- I. The OU Physicians department should work directly with the sending institution to identify mutual benefit before requesting a vocation/technical student observership or rotation.
- II. Final approval of visiting student observerships/rotations comes from the School of Community Medicine Student Services Office (SCMSS).
- III. The requesting OU Physicians department should complete the following process when requesting approval for a visiting vocational/technical student.
 - a. Identify the details of the request including: dates, schedule, type of rotation/observership, and supervisor while in the clinic.
 - b. Obtain written or email approval from the appropriate manager and the Chair of the department. Email approvals can be sent to wang-yang@ouhsc.edu . Students will not be cleared to enter an OU Physicians clinic without chair approval.
 - c. Direct the sending institution representative to the SCMSS Office for credentialing.
 - d. The department representative will receive final approval from the SCMSS office via email.
 - e. Correspond directly with the student or sending institution representative to set up a detailed schedule, share department rules and expectations, and provide HIPPA training to the student prior to their first day of rotation.

APPLICATION PROCEDURES FOR SENDING INSTITUTION

- I. The sending institution representative should contact the OU Physicians department directly to identify mutual benefit and determine their willingness to host a visiting vocational/technical student.
- II. If the department representative obtains necessary approvals, the sending institution representative should complete the following process
 - I. Submit a completed application (*available online*) and wait for notification of receipt from the Office of Student Services. Applicants should plan on submitting an application for rotation 4-6 weeks prior to requested dates.
 - a. Submit the following required documents:
 - i. Application Fee, Verification of academic status, immunization record documenting all required immunizations and a negative TB skin test or negative chest X-ray, full HIPAA training, a completed Sex Offenders Declaration form and a signed privacy confidentiality agreement. (*Please submit all documentation together.*)
 - ii. A copy of certificates showing completion of full HIPAA training. . (*You will receive a login and instructions to complete training online once you have submitted all other necessary paperwork.*)
- III. The sending institution representative will receive email notification of final approval from the SCMSS office.
- IV. The sending institution representative and visiting student should work directly with the department to setup a detailed schedule, learn department rules and expectations and to complete HIPAA training prior to the first day of the rotation.

Or

Submit a letter of approval on institutional letterhead using the SCMSS provided template.

PLEASE DIRECT ALL INQUIRIES TO:

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