Community Health Elective I ([CHI FM9569])
Summer/Fall/Spring 2016-2017
Tulsa-area Community Sites
Department of Family Medicine
Clock Hours: 80

ELECTIVE FACULTY

Elective Director: Meredith Davison, PhD, MPH
Title: Associate Dean for Academic Services
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Office: 1C54
Office Hours: By Request
Telephone: 918-660-3500

Elective Coordinator: Michael Conrad, MS
Title: Student Services Coordinator
E-mail: Michael-S-Conrad@ouhsc.edu
Telephone: 918-660-3447

ELECTIVE MATERIALS

Required: None
Optional: None

MedHub:
https://ouhsc.medhub.com/index.mh

OVERVIEW OF THE DEPARTMENT

Family Medicine – The department is chaired by Dr. John Tipton who also serves as the student clerkship director.

ELECTIVE DESCRIPTION

This is a course for Medical Students who seek to better the healthcare system through volunteer efforts. The University of Oklahoma Community Health Alliance course exposes students to challenges in providing healthcare with limited resources and develops more compassionate and empathetic students.

ELECTIVE GOALS

Goals:
• Serve the uninsured and underserved population of Oklahoma.
• Create a challenging and informative educational experience.
• Expose OU SCM students to the needs of our community.
• Foster a life-long commitment to the underserved community through volunteer activities.

PREREQUISITE(S)

1. To be eligible to enroll in Community Health I, students must have completed and documented 60 hours of the course requirements prior to enrolling for the CHI or CHII elective during the fall of their fourth year of medical school.

2. 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.

3. Students will enroll in the Deans’ Office when scheduling their fourth year spring semester.

4. By enrolling in Community Health I or II you are committing to completion of all course requirements prior to the end of the two week period for which you are enrolled. Students may only enroll in Community Health I or II during the months of March, April, or May of their fourth year.

5. Failure to complete course requirements in a scheduled course may result in delay of graduation.

6. 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.

7. An additional hours check will be conducted in the spring of fourth year to verify that all course requirements have been completed by students who have enrolled in the Community Health Courses.

For questions concerning enrollment, please contact the OU Community Health Alliance Course Director.

COURSE FORMAT

• 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.
• Course work must be completed by the end of the two week period for which you are enrolled during the fourth year of medical school.
• 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 the
spring of fourth year.  
- To be eligible to enroll in Community Health I, students must have completed and documented 60 hours of the course requirements prior to enrolling for the CHI elective during the fall of their fourth year of medical school.  
- 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.  
- 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.

**ELECTIVE LEARNING OBJECTIVES**

- Develop caring and empathetic relationships with patients from a diversity of backgrounds.  
- Identify and become familiar with the services of a minimum of three organizations offering health care to Tulsa’s underserved populations.  
- Appreciate the needs of Tulsa’s underserved populations and be conversant with ways of providing assistance  
- Present a short talk for recruitment of students to health professions in general and the School of Community medicine specifically  
- Work with community agencies to improve the patients’ healthcare experience.

**Educational Program Objectives:**  
The Educational Program Objectives for the University of Oklahoma College of Medicine can be found online at:  
- [http://hippocrates.ouhsc.edu/portaldocs/epo.pdf](http://hippocrates.ouhsc.edu/portaldocs/epo.pdf)

**ASSIGNMENT OF GRADES**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grading</th>
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<tr>
<td>Scored Components [list only those components that are used in the selective]</td>
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<tr>
<td>Completion of Required Hours</td>
<td>Pass/Fail</td>
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<tr>
<td>Completion of Necessary Paperwork</td>
<td>Pass/Fail</td>
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<tr>
<td>Professionalism</td>
<td>Pass/Fail</td>
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Requirements for earning a passing score for each required component are specified in the next section, “Required Components”.

**Grades**

- **Satisfactory:** Earning a “Pass” for all listed activities will result in a grade of “Satisfactory”.  
- **Unsatisfactory:** Earning a “Fail” in any listed activity will result in a grade of “Unsatisfactory”.

**Letter Grade of “I”**
All requirements must be completed (whether graded or not) to earn a letter grade in the course. 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 the course requirements have been met. The Incomplete Grade should not be used for a student whose course evaluations are in the failing category. See https://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=403.0. This grading procedure is to be utilized in accordance with the College of Medicine Absences Policy No. 306: hippocrates.ouhsc.edu/policy/policy_view.cfm?number=306.0

<table>
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<th>REMEDIATION</th>
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<td>Grade of “Unsatisfactory”</td>
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If you receive a grade of “Unsatisfactory”, you must repeat the course in accordance with College of Medicine Promotion and Graduation Standards.

For more information regarding Remediation, please see College of Medicine Policy: 401 (https://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=401.0), College of Medicine Policy: 402 (https://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=402.0) and College of Medicine Policy: 413 (https://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=413.0).

<table>
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<tr>
<th>REQUIRED COMPONENTS</th>
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<td>Attendance/Participation</td>
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- Students are required to be at assigned clinic/agency locations at agreed upon times.

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<th>Course Requirements</th>
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- 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 Tulsa sites.
  - Students are encouraged to choose 1 or 2 clinics in which to focus their hours to ensure continuity of care.
  - 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.
  - Hours may only be counted towards either CHI or CHII. Hours may not be counted towards both CHI and CHII.
  - Hours volunteered for alternate courses may not be used towards CHI or CHII.
  - A maximum of 6 hours may be completed in a Bedlam Clinic.
  - **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.
    - Students serving as facilitators for Clinical Medicine will be supervised by the Clinical Medicine course instructors.
    - **Hours must be logged online within 60 days of volunteering in order to**
receive credit.

Health Education Initiatives Hours (12)

- 12 hours of Health Education Initiatives. **Hours must be logged online within 60 days of volunteering in order to receive credit.** Please see the Health Education Initiatives section of the course description for more details.
  - **Health Education Initiatives Examples:**
    - Assist with MASH Camp
    - Assist with Summer Institute (Prologue Course)
    - Ready, Set, Fit! Instructor
    - Student Driven Health Education Initiatives
    - Sun Safety
    - Volunteering at a Health Fair
    - Volunteer at SCM Info Sessions or local university presentations
  - Additional Health Education Initiatives must be approved by the OU Community Health Alliance President and the Course Director. A proposal should be submitted to the OU Community Health Alliance President prior to the event.

Community Involvement Hours (8)

- 8 hours of Community Involvement. **Hours must be logged online within 60 days 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. This component covers a broad range of experiences. Service to the community must be demonstrated for credit in this component. Please see the Community Involvement section of the course description for more details.
  - Community Involvement Hours must be approved by the Course Director of OU Community Health Alliance.
  - 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

Assignments

- 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.
    - The Reflection Paper content should address how volunteer experiences
affected them.
  - Topic examples include:
    - Attitudes toward the underserved
    - Comprehension of challenges facing clinicians and patients with limited resources
    - Development of clinical skills
    - Education
    - Future commitment to serve
    - This paper must not be similar to the paper presented for Bedlam Reflection

- **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.

- These projects cannot be used for credit in other courses including MPH courses.

**Course Evaluations**
- Anonymous end-of-course evaluations must be completed [indicate when students must complete these, such as prior to the start of the following rotation] to receive a “Complete” for this assignment. If you do not complete this assignment, you will receive an incomplete for the course.
- Elective evaluations will be conducted using MedHub. You will receive an email with a link to complete a course survey.
- We read the results and value your input regarding the elective. We use your feedback to help maintain Elective strengths and refine areas of improvement. Please evaluate the Elective thoughtfully and constructively.

**ELECTIVE AND COLLEGE OF MEDICINE POLICIES AND REQUIREMENTS**

This syllabus is intended as a guide for this course. Dates, assignments, and evaluation are subject to revision by the instructor. Any such revisions will be announced in advance.

**Academic Appeal**
This policy outlines the procedure to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal or under the Student Professional Behavior in an Academic Program Policy, and the appeal of decisions resulting in dismissal, expulsion, or suspension from a program. The sole basis for an academic appeal is an alleged prejudiced or
capricious evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

**Academic Misconduct Code**
The code describes academic misconduct as acts intended to improperly affect the evaluation of a student’s academic performance or achievement and includes but is not limited to acts such as cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by this Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

**Academic Support Services**
Career Advising & Mentoring Program (CAMP)
- http://www.oumedicine.com/collegeofmedicine/information-about-/student-affairs/support

Peer Assisted Learning (PAL)
- http://www.oumedicine.com/collegeofmedicine/information-about-/student-affairs/support

Career Management
- https://ouhsc.optimalresume.com/

**Accommodation on the Basis of Disability**
The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email at drc@ou.edu. or by calling (405) 325-3852 or Voice or (405) 325-4173/TDD. Information on policies and registration with the Disability Resource Center may be found on the DRC website at: www.ou.edu/drc. Students requesting accommodations related to work in a course must contact the DRC as soon as possible; accommodations are not made retroactively.

**Attendance**
You are required to follow all attendance policies including College of Medicine Policy 306.
- http://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=306.0

**Copyright Policy**
This syllabus and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.

**Computer Policy**
The laptop requirements set forth by the College of Medicine can be found at:
- http://www.oumedicine.com/collegeofmedicine/information-for-/current-students-redirect/computer-requirements-technical-support

**HIPAA**
The University of Oklahoma complies with all federal and state laws related to the confidentiality of patient medical information, including the Privacy and Security Regulations issued pursuant to the Health Insurance Portability and Accountability Act (HIPPA). Students are required to comply with these laws and related University policies and procedures, including the HIPAA Privacy and Security policies (http://ouhsc.edu/hipaa/policies.asp and http://www.ouhsc.edu/compliance/). Students are required to complete the University’s mandatory annual HIPAA training (http://ouhsc.edu/hipaa/) and must also comply with the related policies and procedures of their departments and any facilities in which they rotate.

Inclement Weather
If campus is closed due to weather, please consult College of Medicine policy 325
- https://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=325.0

Medical Student Mistreatment
The College of Medicine policy on the mistreatment of medical students can be found online at
- http://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=417.0

Pregnancy/Childbirth Related Issues
Students needing modifications or adjustments to course requirements because of documented pregnancy-related or childbirth-related issues should contact the college’s Assistant/Associate Dean for Student Affairs (or academic advisor) as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. See www.ou.edu/content/eoo/faqs/pregnancy-faqs.html for commonly asked questions.

Professionalism Policy
Ethical and professional behaviors are considered a core competency in an academic program and, thus are key factors in good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program. The complete University policy is at http://www.oumedicine.com/collegeofmedicine/information-for-/current-students-redirect/policies-and-procedures

Professional Dress Code Requirements
Professional appearance and demeanor are a demonstration of respect for the patient and the profession, and of self-respect. You must maintain at all times professional appearance and demeanor. If you report for clinical duty in dress deemed inappropriate by the faculty or department/clinic director, you may be instructed to return home to make necessary changes.
- Scrubs are appropriate when required by individual departments.
- You are required to wear a College of Medicine picture ID tag during all worked hours.
- Most clinics and faculty will require you to wear the short white coats that are standard attire for College of Medicine students. White coats should be kept clean and neat in appearance. Unacceptable articles of clothing include but are not limited to:
  - Jeans or leather pants
  - Shorts/skorts
  - T-shirts or sweatshirts
  - Jogging or nylon suits, sweatpants
  - Halter tops or midriff baring tops
  - Sundresses and spaghetti straps are not acceptable unless covered by a jacket.
  - Sheer or low-cut blouses
Flip-flops
- Undergarments must be worn, but should not be visible.
- Excessive fragrances or smell of smoke
- Athletic shoes (except when worn with scrubs)
- Mini-skirts (skirts should be no shorter than approximately 2 inches above the knee and appropriateness may be determined at the discretion of the attending, clinic director, or clerkship director.)

- Visibility of tattoos should be kept to a minimum and covered, if possible.
- Hair should be clean and neat. Extreme hairstyles and hair colors (those not found in nature) should not be worn. Shaved eyebrows and unprofessional hair decorations are not appropriate. You should be cleanly shaven and any beards/mustaches must be kept neatly groomed and clean at all times.
- Visible piercings should be professional in appearance. Eyebrow, lip or tongue piercings and earlobe expanding ear rings are not appropriate.

Registration and Withdrawal
The student is responsible to submit required University paperwork before the deadlines shown in the Academic Calendar online at http://ouhsc.edu/admissions. Missed homework and examination grades will be entered as a grade of zero if a student fails to formally drop the course or withdraw from the University.

Responsible Conduct of Research
Students, as members of the University community, have the responsibility to ensure that integrity and ethical standards in any activity with which they are associated directly or any activity of which there is sufficient knowledge to determine its appropriateness. Students are governed by the Policy on Ethics in Research (Faculty Handbook Section 3.25) at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

Sexual Harassment
For concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including Advocates-On-Call 24/7, counseling services, mutual “No Contact orders,” scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).

Teacher/Learner Relationship
In order to achieve an environment of mutual respect between teachers and learners, each party must uphold certain responsibilities. These responsibilities are described in the College of Medicine Policy 416: Guidelines for the Teacher-Learner Relationship.

- http://hippocrates.ouhsc.edu/policy/policy_view.cfm?number=416.0

APPENDIX

Tulsa Community Approved Site and Clinics
These are the clinics that the students are currently involved with to provide healthcare services. Please note that these clinics are subject to change.
Clinical Sites
- Catholic Charities
- Clarehouse Hospice
- Dream Center
- Day Center for the Homeless
- Community Health Connection
- Good Samaritan Clinic
- HOPE Testing
- Xavier Clinic
- Indian Health Service
- Youth Services

Non-Clinical Community Involvement Sites
- Child Advocacy Services
- Denver House
- DVIS
- Educare
- Emergency Infant Services
- Family & Children Services
- Iron Gate
- Little Lite House
- Parent/Child Services
- YWCA