

UNIVERSITY OF OKLAHOMA

College of Medicine, School of Community Medicine

Office of Student Services
4502 E. 41st Street, TULSA, OK 74135
Phone: (918) 660-3500
Fax: (918) 660-3506

POLICY STATEMENT FOR VISITING COLLEGE STUDENT OBSERVERS

A student currently enrolled in good standing in any accredited public or private community college, college, or university in the state of Oklahoma, OR an Oklahoma resident pursuing equivalent education in an accredited United States college of university out of state is permitted for observation purposes only. Observers must have a designated University of Oklahoma College of Medicine, School of Community Medicine faculty mentor OR be assigned as an observer at the Bedlam Clinics. The student may not touch or examine a patient and may not interview a patient. 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

- I. All correspondence regarding visiting student observerships will be processed through the School of Community Medicine Office of Student Services and requires approval from appropriate departments and the Director of Student Services.
- II. Submit a completed application (*available online*) and wait for notification of receipt from the Office of Student Services.
- III. Submit the following required documents:
 - A. 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.*)
 - B. 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.*)
- IV. You will receive written notification via email of approval for the observership. The hosting department will contact you via email or

- phone with information about orientation (if required) scheduled dates, and specifics about dress code and other requirements.
- V. Applicants should plan on submitting an application for observership at least three weeks prior to anticipated dates.
 - VI. Student Observers should notify the SCM Student Services Office and the hosting department of cancellations at least one week prior to scheduled observership

PLEASE DIRECT ALL INQUIRIES TO:

Romayne Wennerstrom
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