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

POLICY STATEMENT FOR VISITING OBSERVERS

A student currently enrolled in good standing in any accredited public or private community college, college, or university in the state of Oklahoma, an Oklahoma resident pursuing equivalent education in an accredited United States college of university out of state, OR an Oklahoma resident experiencing a gap in formal education intending to pursue admission to a medical school. 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. Complete the online application and submit the following required documents as attachments to the online application via Qualtrics:

* Immunization form with attached records documenting proof of all required immunizations (*diphtheria, varicella, mumps, rubella, rubeola, tetanus, and hepatitis B*), a negative TB skin test or negative chest X-ray, a completed Volunteer Confidentiality Agreement, a signed OU-Physicians Confidentiality Agreement, and a signed Social Security card.

III. Submit payment to the storefront link provided by the Office of Student Services for a criminal background check and await next steps from OU HR to complete HIPAA training.

IV. Upon completion of HIPAA training, send a copy of certificates showing completion to the Office of Student Services.

V. 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.

VI. Applicants should plan on submitting an application for observership at least six weeks prior to anticipated dates.

VII. 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:*

College of Medicine, School of Community Medicine

Office of Student Services

4502 E. 41st Street, #1C54

Tulsa, OK 74135

Voice: (918) 660-3500

[tulsa-scm@ouhsc.edu](mailto:lindsey-peaker@ouhsc.edu)