

# ***UNIVERSITY OF OKLAHOMA***

## ***College of Medicine, School of Community Medicine***

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**Office of Academic Services  
4502 E. 41<sup>st</sup> Street, TULSA, OK 74135  
Phone: (918) 660-3500**

### **POLICY STATEMENT FOR VISITING HEALTHCARE PROFESSIONAL STUDENTS (non MD/DO)**

The University of Oklahoma College of Medicine, School of Community Medicine welcomes visiting students currently enrolled in good standing in a **health-care-related** program at any accredited public or private institution that holds a **current Affiliation Agreement** with OU College of Medicine, School of Community Medicine on a space available basis.

### **APPLICATION PROCEDURES FOR STUDENT**

- I. The student applicant should contact the OU Physicians department directly to identify mutual benefit and determine their willingness to host a visiting student. The student should identify a contact in the department and receive verbal approval before completing application.
- II. Submit a completed application (*available online*) and wait for notification of receipt from the Office of Student Services.
- III. Submit a completed checklist with the following required documents.
  - a. Application Fee, verification of academic status, immunization record documenting all required immunizations, negative TB skin test or negative chest X-ray, proof of full HIPAA training, a completed Sex Offenders Declaration form, background check form, a signed privacy confidentiality agreement, and any other requested documentation. (Please submit all paperwork together.)
  - b. A copy of certificates showing completion of full HIPAA training. . (*You will receive instructions to complete online training appx. 2-5 days after you have submitted all other necessary paperwork.*)
- IV. You will receive 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 rotation 4-6 weeks prior to requested dates.
- VI. Student Observers should notify the SCM Student Services Office and the hosting department of cancellations at least 2 weeks prior to scheduled rotation.

**APPLICATION PROCEDURES FOR REQUESTING DEPARTMENT**

- I. The OU Physicians department should work directly with the sending institution or individual student to identify mutual benefit before requesting a student observership or rotation.
- II. Final approval of visiting student observerships/rotations comes from the School of Community Medicine Student Services Office (SCMSS) through the Director of Student Services or the Associate Dean of Academic Services.
- 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 [lindsey-peaker@ouhsc.edu](mailto:lindsey-peaker@ouhsc.edu). Students will not be cleared to enter an OU Physicians clinic without chair approval.
  - c. Direct the student to the online application and SCMSS Office for credentialing.
  - d. The department representative will receive notification of 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 set up an orientation time if required.

*PLEASE DIRECT ALL INQUIRIES TO:*

Lindsey Peaker  
College of Medicine, School of Community Medicine  
Student Services Office  
4502 E. 41<sup>st</sup> Street, #1C54  
Tulsa, OK 74135  
Voice: (918) 660-3500  
[lindsey-peaker@ouhsc.edu](mailto:lindsey-peaker@ouhsc.edu)