

CAMPUS SERVICES, REQUIREMENTS, AND RESOURCES

Office of Academic and Student Affairs Office

The College of Allied Health's Office of Academic and Student Affairs supports students, faculty, and staff on both campuses in various aspects including, but not limited to, student advisement, admission, enrollment, grades, graduation, and classroom/technical support. The office also supports the College of Allied Health Student Association and its operations and activities.

Oklahoma City

College of Allied Health Building, Room 2009
Phone: 404-271-6588

Tulsa

OU-Tulsa Schusterman, Room 2D27
Phone: 918-660-3274

Email (alliedhealth-info@ouhsc.edu)

Website (<http://alliedhealth.ouhsc.edu/CurrentStudents/OfficeofAcademicStudentServices.aspx>)

Academic Departmental Offices

Locations for the departmental offices in the College of Allied Health are:

- Communication Sciences and Disorders (CSD)
College of Allied Health Building 3091, 405.271.4214
- Medical Imaging and Radiation Sciences (MIRS)
College of Allied Health Building 3021, 405.271.6477
OU-Tulsa Schusterman 2D25, 918.660.3277
- Nutritional Sciences (NS)
College of Allied Health Building 3057, 405.271.2113
- Rehabilitation Sciences (RS)
College of Allied Health Building 3092, 405.271.2131
OU-Tulsa Schusterman 2D25, 918.660.3277

Bicycle Parking

Bicycle racks are installed at various locations surrounding the buildings on both the OUHSC and OU-Tulsa campuses. Parking bicycles, mopeds and other small vehicles within the buildings violate parking policies and will be subject to tow-away.

Building Access

Students may generally access the OU-Tulsa Schusterman Center and the OUHSC College of Allied Health buildings 24 hours a day by using the Sooner OneCard. The Sooner OneCard is the official identification card for library access, door access, facilities entrance, and athletic event entrance.

Bulletin Boards

Bulletin boards are available to post general student and program information. A bulletin board for Tulsa students is located directly outside

the 2nd floor labs in room 2D12 and at the west end of the 2 E hallway. Students must receive approval to post items on bulletin boards from the Office of Academic and Student Affairs. Oklahoma City bulletin boards are adjacent to each department in the College of Allied Health Building. To place information on these bulletin boards, students must get the approval of the appropriate department chairperson or designee or the Office of Academic and Student Affairs.

Posting guidelines include:

- All postings (notices, announcements, memo, etc.) should be placed on designated bulletin boards.
- Do not post on wooden doors, painted walls, or the glass doors/windows at building entrances. Tape adhesive damages wood and painted finishes. Old tape on glass surfaces creates an unsightly appearance.
- Exception to this policy may be made for temporary urgent postings (room changes, class cancellations due to illness, etc.). These notices may be placed on or near the door to the room; however, masking tape should be used (not transparent tape), and the notice should be removed promptly after serving its purpose.

The electronic bulletin board is also available to post general student information. For approval to place information on the electronic bulletin board, students must contact the Office of Academic and Student Affairs.

Bus and Trolley Services

OU Parking and Transportation Services provides bus and trolley services for the Oklahoma City campus. Routes are published online (<http://www.ouhsc.edu/parking/transport2.htm>).

Campus Police and Public Safety/ Inclement Weather Policy

The Campus Police and Public Safety's OKC (<http://www.ouhsc.edu/police/>) and Tulsa (<http://www.ou.edu/tulsa/police/>) websites include policies and procedures of interest to students regarding right to know, general safety, hazardous weather, and emergency services. Information regarding campus closing due to hazardous weather is announced on the OUHSC home page and is available at 405.271.6499 (OKC) and 918.660.3999 (Tulsa) and through the University's Emergency Communication System (ECS). The University of Oklahoma's Emergency Communication System (ECS) enables the University to send time-sensitive notifications about emergency situations including building refuge and egress to all students, faculty, staff, and identified campus affiliates. These urgent messages will be transmitted to all available voice service, e-mail and text messaging options. You must sign up for text alerts at <http://ouhsc.edu/ecs/>. Students in clinical assignments are considered professionals-in-training and are learning the responsibilities of health care providers whose services are vital to patients, clinics and hospitals. Therefore, they too are responsible for meeting their obligations regardless of inclement weather unless relieved of these duties by their instructor/clinical supervisor.

Occasionally inclement weather will necessitate campus closure as dictated by the OUHSC Provost and OU-Tulsa President. If inclement weather is predicted, please check your campus websites to ascertain the status of your campus. Students should also receive notification from ECS via text, phone, and/or email. Students are expected to monitor these sites to determine if classes are to be held. Failure to do so may not be accepted as an excuse for a missed exam or assignment. Students in Departments and Programs located on the two separate OUHSC and

OU-Tulsa campuses should refer to their Department Handbook for the guidelines in how class, labs, clinics, and other scheduled curriculum responsibilities will be handled when one campus is closed and the other is open.

Clinical Requirements

The College is affiliated with many facilities to provide the clinical education experience for students. Each facility may have requirements that students must satisfy unique to that facility including criminal background checks and drug testing.

- **Criminal History:** Criminal background check is required of all OUHSC students. Many clinical facilities require background checks, including a check of the sex offenders list. It is the student's responsibility to annually complete the criminal background check as instructed by the College and clinical coordinator. It is the student's responsibility to maintain the background check for presentation to the clinical facility personnel. Students with adverse findings may be disciplined in accordance with established University policy.
- **Drug Testing:** Drug screening is required of all OUHSC students in designated programs as many clinical facilities require students to pass a drug test. It is the student's responsibility to comply with the necessary procedures and consent forms for the required drug screening. Students who fail to adhere to the drug testing deadline established by the College will be suspended from all classes until clearance documentation is received.

Lack of timeliness in completing the background check and drug test may delay a student's participation in the scheduled clinical experience. Failure to pass a background check or drug test will prevent a student's participation in the scheduled clinical experience and may delay or prevent licensure and/or certification in the professional discipline.

Medical professionals adhere to ethical standards and core values and must protect themselves and their patients through proper immunizations. No clinical site will host a student without the proper immunizations as spelled out in our affiliation agreement contract. Students who cannot complete clinical experiences will not be able to complete the program requirements nor graduate. Students who cannot satisfy immunizations per requirements to progress through the curriculum should choose an alternate college plan.

Copy Machines

In Oklahoma City, copy machines are located in the OUHSC Robert M. Bird Library. In Tulsa, the copy machines are located in the OU-Tulsa library and in the OU-Tulsa PC lab (room 1C65).

Counseling Services

The goal of the University Counseling Services is to improve the quality of students' lives. Qualified professionals provide individual and marital counseling, psychological and academic testing, presentations on topics such as study strategies and stress management, and assistance with finding off-campus treatment services. More information for Oklahoma City students is available online (<http://students.ouhsc.edu/SCS.aspx>) or by calling 405.271.2416. More information for Tulsa students is available by calling 918.660.3109 or online (<http://www.ou.edu/tulsastudentaffairs/counseling-services/>).

Environmental Health and Safety Training

All students must annually complete the online Environmental Health and Safety trainings and submit a certificate of completion through the appropriate process as communicated by their program. It is recommended that students retain a copy of this certificate for their personal education records.

Health Insurance

Students in the College of Allied Health are required to carry health insurance and show evidence of coverage which must be maintained as long as the student is enrolled at the University of Oklahoma Health Sciences Center. Effective June 2017, all students enrolled in OUHSC programs must purchase the Student Health Insurance Plan or submit a waiver, each semester, to show alternative coverage via the Student Health Insurance waiver program by the 10th business day after the first day of classes. If not compliant within ten days, the student may, at the discretion of the College, be suspended from classes and/or rotations until proof of coverage is provided. In such event, the student may miss academic or clinical work, classes, or rotations, which may prevent the student from successfully completing a particular class, rotation, academic requirement, or semester. Information about student health insurance plans is available online (<http://students.ouhsc.edu/HealthInsurance.aspx>). For additional information on student health insurance, contact the Office of Academic and Student Affairs.

Health Insurance Portability and Accountability Act (HIPAA)

All enrolled students must annually complete the online HIPAA training and submit a certificate of completion through the appropriate process as communicated by their program. It is recommended that students retain a copy of this certificate for their personal education records. The HIPAA training must be completed within thirty (30) days from the first day of classes unless the department or college requires earlier completion, and annually thereafter.

The HIPAA Privacy Regulations established national standards regarding uses and disclosures of protected health information and place stringent requirements on practitioners and researchers to protect the privacy of patients and research participants and selected others. Additional information about HIPAA is available online (<http://www.ouhsc.edu/hipaa/>), and the University's Protection of Health Information Policies and Procedures Manual is available online (<http://www.ouhsc.edu/hipaa/docs/PrivacyPolicyManual.pdf>).

When completing assignments that include patient-related information, students must follow these guidelines:

- Maintain confidentiality concerning all protected health information;
- Restrict the use and/or disclosure of protected health information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.
- De-identify patient films or paperwork by removing identifying information such as the following, before leaving the clinical setting:
 - All names
 - All addresses including street, city, county, zip code, email address, URLs, Internet Protocol address
 - All dates (except year) including birth date, admission date, discharge date, procedure date, etc. and all dates including year of birth for patients or research participants 90 or older

- All numbers including medical record, health plan, account, certificate/license, vehicle identifiers, device identifiers and serial numbers, telephone, fax, social security, etc.
- Biometric identifiers and photographic images
- All other unique identifying numbers, characteristics or codes

For questions regarding HIPAA or compliance in general, contact the department or the Office of Compliance at 405.271.2511.

Please also see HIPAA information in the OUHSC Student Handbook, Section 3. (<http://studenthandbook.ouhsc.edu/hbSections.aspx?ID=433>)

Injury in Clinic

The College of Allied Health requires all students to have health insurance coverage while enrolled at the University of Oklahoma Health Sciences Center. Evidence of insurance coverage should be presented by the student for emergency room services. For blood/body fluid exposure, students should follow these guidelines:

- If the exposure occurs Monday through Friday between 8:30 a.m. and 4:30 p.m., the student should report the incident to his/her clinic supervisor and clinical coordinator, **and**
- An **Oklahoma City campus student** should report to the OU Physicians Student Health & Wellness Clinic located at 825 NE 10th Street in Oklahoma City within an hour of the incident. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holidays, or other times when the Student Health & Wellness Clinic is closed, the student should immediately go to the nearest hospital emergency room and seek treatment. The following weekday morning, the student should contact the Student Health & Wellness Clinic at 405.271.9675 to complete an incident report, **or**
- A **Tulsa campus student** should immediately notify the OU-Tulsa Student Health Clinic at 918.660.3102. If the blood/body fluid exposure occurs after-hours, weekends, scheduled holiday, or other times when the Student Health Clinic is closed, the student should immediately contact the nearest hospital emergency room and seek treatment. The following weekday morning, the student should contact the OU-Tulsa Student Health Clinic at 918.660.3102 to complete an incident report.

For other accidents/injuries: The incident should be reported to the clinic supervisor and clinical coordinator. Oklahoma City students should seek treatment at the Student Health & Wellness Clinic, 405.271.9675. Tulsa students should seek treatment at the OU-Tulsa Student Health Clinic, 918.660.3102.

Liability Insurance

All College of Allied Health students having patient contact are required to carry general liability insurance (malpractice). The College has one policy for all students, with limits of liability of \$1,000,000 each claim, \$5,000,000 aggregate. Coverage is September 1 to August 31, and the College of Allied Health Student Association pays the cost of this policy for students. For additional information, contact the Office of Academic and Student Affairs.

Libraries

The University of Oklahoma has outstanding library resources for Health Sciences Center degree students. Information is available online (<http://www.ouhsc.edu/libraries.aspx>).

Lockers

Lockers are available for each student in Oklahoma City. Lockers are located throughout the College of Allied Health building. Students are responsible for any items placed in their lockers, and are provided a combination lock at orientation. Students are charged a \$6.00 replacement fee for lost combination locks. The University is not responsible for any lost or stolen items.

Religious Holiday Observance

It is the policy of the University to excuse student absences that result from religious observances unless such an accommodation would cause undue hardship to the educational and/or university process. In accordance with the procedures stipulated by each college to accommodate varying clinical and educational differences, students must make requests for accommodation of religious holidays in writing within the first week of the term in which the course/clinical experience is offered. Approved accommodations will be provided without penalty for rescheduling of examinations and/or required clinical, lab, or class work that may fall on religious holidays.

Writing Center

The Writing Center is located in the Student Union in Oklahoma City and at OU-Tulsa as a resource for students. More information is available online (<http://students.ouhsc.edu/Current-Students/Student-Services/HSC-Writing-Center/WritingCenter/>) for students.

Related OU Health Sciences Student Resources

Information about additional student resources is available online at here (<http://students.ouhsc.edu/>) for Oklahoma City students and here (<http://www.ou.edu/content/tulsastudentaffairs.html>) for Tulsa students. These include:

- Admissions and Records
- Athletic Tickets
- Bursar's Office
- Campus Police
- Counseling Services
- Financial Aid
- Fitness and Recreational Services
- Health Insurance
- Health Services
- Housing
- HSC Student Affairs
- HSC Student Union
- Identification Cards (Sooner OneCard)
- International Student Services
- Library
- Loan and Scholarship Disbursement
- Parking
- Veteran Services