

University of Oklahoma Health Sciences Center
College of Allied Health
Department of Rehabilitation Science

Clinical Education III, PHTH 9124

Spring 2020

4 Credit Hours

Location: Community Clinics as assigned
Monday, September 21 – Friday, November 27

COURSE FACULTY

COURSE DIRECTOR

Lynn Jeffries, PT, DPT, PhD, PCS, DCE
OU Health Sciences Center – College of Allied Health
1200 N Stonewall, Room 3108
Oklahoma City, OK 743104

Email: lynn-jeffries@ouhsc.edu
Office phone: 405-271-2131 x 47131
FAX: 405-271-2432

STAFF SUPPORT

Esthela Casale, Academic Program Specialist
University of Oklahoma – Schusterman Center
4502 E. 41 St., Rm 2J24
Tulsa, OK 74135

Email: esthela-casale@ouhsc.edu
Office phone: 918-660-3274
FAX: 918-660-3296

For questions or concerns about student health records or clinical records and assignments, students should contact Esthela Casele, Academic Program Specialist for both campuses.

Students can communicate with Dr. Jeffries using telephone, voice mail, e-mail, or teleconferencing resources or through in-person meetings. Formal office hours are scheduled by appointment.

COURSE DESCRIPTION

This course continues the application of clinical and professional skills that students have acquired in preceding classes, with this internship occurring in settings that differ from previous internship experiences and/or allow for further breadth and depth of patient/client management, knowledge, skills, and behaviors.

PREREQUISITE(S)

Courses are listed sequentially in the curriculum and every previously completed clinical and didactic course is considered to be a prerequisite for the upcoming didactic and clinical courses. Students must satisfactorily complete all required didactic and clinical course work that occurs prior to PHTH 9124 before participating in *Clinical Education III*.

CLASS TYPE

Clinical

COMPUTER REQUIREMENTS

The laptop requirements set forth by the College of Allied Health can be found at <https://ahstudentcomputinghandbook.ouhsc.edu/hbSections.aspx?ID=2649> Laptops must be encrypted in accordance with University policy. A laptop computer meeting minimum College of Allied Health specifications is required for in-class exams. It is your responsibility to ensure that your laptop is capable of connecting to the OUHSC wireless network and is running the latest version of the *Respondus Lockdown Browser*. A student whose computing device is not compliant with the College specifications will not receive extra time to complete the exam.

COURSE OBJECTIVES

Students will

1. Obtain an **Advanced Intermediate or beyond** for all other performance criteria on the Clinical Performance Instrument (CPI).
2. Practice in a safe manner that minimizes risk to patient, self and others. (7D37)
3. Demonstrate professional behavior in all situations. (7D5, 7D8)
4. Demonstrates ability to respond to social responsibilities of being a professional. (7D5)
5. Practice in a manner consistent with established legal and professional standards and ethical guidelines. (7D10, 7D1)

LEARNING OBJECTIVES

1. Apply communication skills in ways that are congruent with situational needs. (7D7)
2. Employ clinical decisions that are effective, efficient, culturally competent, and evidenced based. (7D10, 7D11)
3. Analyze referral information to identify and use appropriate screening tools and examination test and measures for clients seen in physical therapy. (7D16, 7D17, 7D18, 7D19)
4. Evaluate data from the examination to make clinical judgments regarding the client's need for physical therapy services. (7D16, 7D20, 7D21)
5. Select the appropriate physical therapy diagnosis and prognosis for the client seen in physical therapy. (7D22, 7D23)
6. Create appropriate physical therapy plans of care. (7D24, 7D26)
7. Design appropriate physical therapy interventions which are implemented in a competent manner, re-assessed and modified based on evaluative data obtained during physical therapy sessions. (7D10, 7D27, 7D30, 7D31)
8. Evaluate feedback from other students, clinical staff and patients to accurately self-assess clinical performance. (7D5, 7D10)
9. Value cultural sensitivity and respect for cultural difference, by seeking the patient/clients opinions and incorporating the patient/client perspectives into the clinical decision making process. (7D10)
10. Create educational programs for others (patients, caregivers, staff, students, other health care providers, business and industry representative, schools systems) using relevant and effective teaching methods. (7D12)
11. Apply appropriate methodology to produce quality documentation, in a timely manner, to support the delivery of physical therapy services. (7D32)
12. Select, collect and analyze data from population appropriate outcome measures in a manner that

- supports accurate analysis of individual patient and group outcomes. (7D38)
13. Evaluate individual outcome measure results and modify individual patient plans of care. (7D30, 7D31)
 14. Apply regulatory, legal, and facility guidelines to decisions related to financial management of physical therapy services. (7D28, 7D42)
 15. Analyze the client's needs, jurisdictional law, and the physical therapist assistant's abilities to determine appropriate delegation of client care to a physical therapist assistant. (7D25, 7D29)
 16. Apply appropriate procedures to manage client and environmental emergencies when indicated. (7D33)
 17. Employ appropriate interpersonal skills to work effectively as a member of the professional team. (7D7)
 18. Demonstrate the ability to collaborate with referral sources, other members of the team, the patient, and the family to assure that the plan of care is being achieved. (7D39)
 19. Appraise clinical performance using the Clinical Performance Instrument.
 20. Evaluate patient satisfaction surveys and critique the results. (7D5)

CLASS PREPARATION

Students are responsible for all curriculum content as this is the final clinical experience. Students will follow the schedule of their Clinical Instructor. All assignments are due on the date listed.

Students assume responsibility for patient care with supervision by a licensed physical therapist serving as the Clinical Instructor (CI) for this course. Students demonstrate proficiency in clinical reasoning in order to make independent decisions both in simple and complex patient care situations. Confirmation of clinical decision making by the CI occurs with decreasing frequency as the internship progresses as deemed sufficient by the CI.

The supervision for this course requires the clinical instructor (CI) to be physically present with the student early in the internship to guide learning in new or unfamiliar situations. Soon after, supervision may decrease as the student's proficiency increases. When students are performing independent patient care, they must have a pre-established means of communicating with the CI, who **must be on-site**, for questions or to request assistance.

Any student working with patients who receive Medicare – Part B insurance coverage must have **line-of-site supervision** by the CI as per Centers for Medicare and Medicaid regulations CMS Program Memorandum AB-01-56 (April 11, 2001). Medicare guidelines regarding students working with Medicare –A in skilled nursing facilities changed in September 2010. For specific information go to www.apta.org - Medicare page to find a student supervision chart and detailed explanations.

Students will exhibit characteristics of an adult learner by identifying learning goals, planning and implementing learning activities independently and being proactive whenever possible.

PROFESSIONALISM

Professionalism is a performance criteria on the Clinical Performance Instrument and will be evaluated using the criteria of the tool.

While students are off campus on clinical affiliations, it is imperative that they have reliable access to email as that is the primary mode of communication with the DCE and the Clinical Education staff. In order to facilitate communication during clinical rotations, students should develop the habit of checking email frequently. Students should also make sure that the contact information for the clinical site and their personal contact information is correct in the Rehabilitation Sciences Database.

ATTENDANCE

Students must attend every day of the scheduled internship. The only excused absences are for illness or personal emergency (in which case the student must notify the CI as soon as possible), or to allow the student to participate in a professional association meeting. In the case of the latter, students must obtain permission in advance from the CI and DCE. In the case of illness or personal emergency, the student is to work with the CI to make up the days. If the amount of time exceeds two days, the DCE must also be notified. At no time should any student schedule time away from the clinic for personal trips, including job interviews, or vacation.

DRESS CODE

Students should follow dress code specified by each clinical facility. Dress codes vary from scrubs, uniforms, casual attire, or more formal attired (including ties for men). It is the student's responsibility to ascertain proper dress code prior to participating in the clinic. Proper attire will consist of clothing that covers chest, stomach, back and hip/buttock areas, suitable shoe wear (no open-toe shoes), socks or hosiery, and OUHSC nametag. Cologne, cosmetics, and jewelry should be conservative and kept to a minimum. Jewelry should be limited to close-fitting post earrings, watches, and simple rings. Visible body piercings, such as eyebrow, nose or tongue rings, are not acceptable. Visible tattoos should be covered. Fingernails should be trimmed and clean. A student assigned to a site that does not specify a dress code should follow the recommendations outlined in the OUHSC Department of Rehabilitation Sciences Clinical Education handbook.

CONDUCT OF THE COURSE

Instruction Mode

Internship/Practicum: The student will participate in ten consecutive weeks of clinical experience in the community at an assigned location.

Required Texts and Materials

Guide to Physical Therapist Practice, 3.0 (2014). Alexandria, VA: American Physical Therapy Association. Accessed at <http://guidetoptpractice.apta.org/>

Assignments (see end of syllabus for requirements associated with each assignment)

To successfully complete this course the student must:

- Clinical Experiences:
 - Obtain a rating **Advanced Intermediate or beyond** on the **Clinical Performance Instrument** for all performance criteria at the *conclusion of the internship*. Ratings below **Advanced Intermediate** on the CPI at the conclusion of the Studentship will result in a grade of "Unsatisfactory" for the course.

- Complete a self-assessment of your skills using the **Clinical Performance Instrument** at Mid-term and completion of the internship. Review your self-assessment with your CI.
- Attend every day of the scheduled internship. The only excused absences are for illness or personal emergency (in which case the student must notify the CI as soon as possible), or to allow the student to participate in a professional association meeting. In the case of the latter, students must obtain permission in advance from the CI and DCE. In the case of illness or personal emergency, the student is to work with the CI to make up the days. If the amount of time exceeds *two days*, the DCE must also be notified. At no time should any student schedule time away from the clinic for personal trips, including job interviews, and vacation.
- Adhere to the "student responsibilities" as outlined in the Clinical Education Guidelines component of the Student Handbook.
- Communicate with the Clinical Instructor on a consistent basis throughout the clinical education course.
- Demonstrate performance that receives a "Satisfactory" ranking for weeks **three** through **ten** of the internship as documented in the *Schedule of Internship Feedback Sessions* form. Students must submit this form *on time* at the conclusion of the internship.
- Communicate with the DCE or assigned faculty member at the midterm point of the clinical education course or at any other time when the student feels a communication contact is necessary.
- Assignments:
 - Create an **original oral presentation** ("in-service") to an appropriate group (staff, families, community) during this affiliation **OR a project assigned by the site** and agreed upon by you and your CI. If you complete a presentation it must be satisfactorily completed prior to the last scheduled day of the internship. Specific instructions and the presentation evaluation form are uploaded on D2L. Presentation material must be uploaded in D2L to the appropriate assignment location. The CI's evaluation of the presentation must be submitted *on time* at the conclusion of the internship. If you do a project your CI should e-mail Dr. Jeffries confirming your assignment was satisfactory. The assessment of your presentation does not need to be completed and uploaded.
 - Complete the Typhon **Data Tracking Log** daily. There will be a seven day window to enter all documentation. All data in Typhon is HIPAA compliant. Specifics are on D2L. Upload your case load summary graphic document and time log export into D2L in the appropriate dropbox at the conclusion of the internship.
 - Complete a **simulation script** and upload on D2L.
 - Complete the **Patient/Client Satisfaction Assignment** and upload on D2L. (can be completed on CE III or IV)
 - Appraisal of the internship experience is expected. You will complete two evaluations: **Student Evaluation of the Clinical Education Site** which provides feedback on the clinical environment; and **Student Evaluation of the Clinical Instructor** which provides feedback related to the Clinical Instructors teaching. The DCE/CE staff will summarize and share with the site and CI following the clinical experience. These evaluations are located in the Typhon database.

Students must adhere to policies and procedures specified in the Department of Rehabilitation Sciences, College of Allied Health handbooks and Department of Rehabilitation Sciences Clinical Education Guidelines. All assignments must be submitted on time and checked off in order to complete the course. Students may consult with others about assignments but all written work and presentation materials must be done independently with appropriate referencing/citations given including faculty material used within the didactic curriculum.

Evaluation Methods

Student performance in this course is graded as *Satisfactory* ("S") or *Unsatisfactory* ("U"). To receive a grade of "Satisfactory" in this course, students must meet each of the course objectives, follow all "student responsibilities" in the clinical education section of the student handbook and assignments listed in this syllabus.

The DCE determines the final grade for the course, based on student performance and feedback from the CI during phone &/or site visits and the completed Clinical Performance Instrument as well as satisfactory completion of assignments.

At any time during the clinical internship, if the CI identifies any *inadequacy* and contacts the DCE, a *problem resolution contract* will be implemented. If the student continues to have *inadequacies* as he/she progresses through the clinical internship the student will be terminated from the clinic and the student will receive a grade of "Unsatisfactory" for the course.

Examples of *inadequacies* are identified as 1) without improvement as deemed by "Unsatisfactory" performance recorded on the **Schedule of Internship Feedback Sessions form** by the CI any time after week three, or 2) unsuccessful progression through the problem resolution contract as documented by the CI.

Any question about grading should be directed to the DCE in writing within 10 days after the student receives the grade.

Grading Rubrics

Schedule of Internship Feedback Sessions

Name of Intern: _____

Name of CI: _____ Facility: _____

Interns and CIs should meet informally and formally throughout the internship to ensure timely, open communication, and to assess performance. Informal sessions will occur as the need arises (following patient treatment sessions, initial evaluations, etc.). Formal feedback sessions should occur at least **weekly**, during which time both the intern and the CI discuss the: intern's strengths, areas in which the intern needs to improve, intern's overall performance during each week (satisfactory or unsatisfactory), intern's comments regarding supervision and other feedback for the CI, and learning strategies for the upcoming week.

In addition to the above items, the formal discussions during *week five* (considered "midterm") and *week ten* (considered "final") must involve the **Clinical Performance Instrument** (CPI). The CI will rank the intern's performance and provide written comments on the appropriate skills in the CPI and make summative comments at the end of the document. Students and CI's will also participate in either a midterm telephone visit with a faculty member from the Department or an on site visit from the DCE (refer to the *Midterm Telephone Visit Schedule* for more information).

To document the formal feedback sessions, interns and CI's complete the following table. Note that the only items that require documenting for feedback sessions other than midterm and final are the meeting date and whether the student is making satisfactory progress.

Formal Feedback Session	Date of Meeting	Is the Intern Making Satisfactory Progress?		CI's Initials	Student's Initials
Week One		Yes	No *		
Week Two		Yes	No *		
Week Three		Yes	No *		
Week Four		Yes	No *		
Week Five <i>Midterm:</i> CI and student complete mid-term CPIs and formally discuss. Midterm telephone visit with faculty member also occurs.		Yes	No *		
Week Six		Yes	No *		
Week Seven		Yes	No *		
Week Eight		Yes	No *		
Week Nine		Yes	No *		
Week Ten <i>Final:</i> CI fills out CPI and discusses it with intern.		Yes	No *		

--	--	--	--

***If the student is NOT making satisfactory progress, the CI and Student MUST contact Lynn Jeffries at 405-271-2131 X47131 – lynn-jeffries@ouhsc.edu so that she can assist them in developing an appropriate action plan.**

Student Evaluation of the Course

Student course evaluations are electronic and confidential. They are available for student completion on D2L.

EVALUATION AND GRADING

This course is graded as satisfactory or unsatisfactory. A grade of unsatisfactory is not considered passing by the policies of the Department of Rehabilitation Sciences.

Assignment	Pass	Fail
Obtain a rating of <i>Advanced Intermediate or Beyond Performance</i> for each performance criteria as assessed on the Clinical Performance Instrument rating scale at final evaluation by your Clinical Instructor.		
Complete a self-assessment of your skills using the Clinical Performance Instrument at Mid-term and completion of the clinical experience.		
Demonstrate performance that receives a “Satisfactory” ranking for weeks three through ten of the internship as documented in the <i>Schedule of Internship Feedback Sessions</i> form		
Communicate with the DCE or assigned faculty member at the midterm point		
Create an original oral presentation or project with CI satisfaction ratings by Clinical Instructor		
Complete Typhon data tracking		
Complete Patient/Client Satisfaction Assignment		
Complete a simulation script		
Complete the Student Evaluation of the Clinical Education Site and Student Evaluation of the Clinical Instructor survey’s		

COURSE OUTLINE/SCHEDULE

CLINICAL EDUCATION III TIMELINES

Please use this checklist to insure timely completion of all Clinical Education III assignments.

Prior to your internship:

- Review Clinical Education Guidelines, the course description, and all materials necessary for successful completion of the course.

- _____ Make contact with Clinical Instructor by phone **at least two weeks prior** to beginning clinical experience introducing yourself. Determine hours of clinical rotation, dress code, and any specific materials you need to bring on the first day.

BY Wednesday, September 23, 2020

- _____ Email Dr. Jeffries name of your CI and their email for the Typhon database.

BY Friday, September 25, 2020

- _____ Email your assigned OU faculty member with two (2) viable options as agreed upon by your CI for your midterm phone visit – include CIs name and phone number to call.
- _____ Email the **CPI Set up.Typhon update Form** to Esthela Casale

BY Wednesday, October 28, 2020

This date provides leeway for CI's schedule, students should have their CPI form completed by Wednesday October 21, 2020 (the previous week).

- _____ Participate in midterm telephone or site visit with an OU faculty member
- _____ Review the CI completed mid-term **Clinical Performance Instrument** and sign off.
- _____ Review the Student completed mid-term **Clinical Performance Instrument** and sign off.

BY Friday November 27, 2020

- _____ Review the CI completed **Clinical Performance Instrument** and sign off.
- _____ Review the Student completed **Clinical Performance Instrument** and sign off.

By Monday noon, November 30, 2020, upload on D2L

- _____ In-service materials (if in-service was completed)
- _____ CI Evaluation of student in-service. (if in-service was completed)
- _____ Assignment related to **simulation script**
- _____ **Schedule of Intern Feedback Sessions form** depicting passing weeks 3-10.
- _____ Assignment related to **patient satisfaction surveys** (if completed in CE III)

By Monday December 7, 2020

In Typhon:

- _____ Completed **Student Evaluation of the Clinical Education Site**
- _____ Completed **Student Evaluation of the Clinical Instructor**

In D2L:

- _____ Complete the electronic CE III reflection questionnaire and uploaded

Unless the student makes prior arrangements with Dr. Jeffries, students whose complete set of materials are not received by the deadline will receive an "I" for this course.

After your internship:

- _____ Send a thank you letter to your CI.

Policy Statements

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.

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

Patient Rights. In the clinical setting, all students will identify themselves as University of Oklahoma Health Sciences Center students and inform patients of their right to decline participation in clinical education without risk of negative consequence.

Copyright. 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.

Student Professional Behavior in an Academic Program. Ethical and professional behaviors are considered a core competency in an academic program and thus are key factors in a student's 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 Student Professional Behavior in an Academic Program policy is at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

Academic Misconduct Code. The Academic Misconduct Code describes academic misconduct as any acts intended to improperly affect the evaluation of a student's academic performance or achievement. Academic Misconduct includes but is not limited to cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by the 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 Appeals. The Academic Appeals policy outlines the procedure a student must follow to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, or 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 for appeals of decisions resulting in dismissal, expulsion, or suspension from a program or of being required to repeat a semester of year. The sole basis for an academic appeal is an alleged prejudiced or capricious academic evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf.

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 (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.

Sexual Misconduct. For issues 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. Information is available from the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).

Adjustment for 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) or the Disability Resources Center (www.ou.edu/drc) 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 answers to commonly asked questions.

Course Drop/University Withdrawal. The student is responsible to submit required University paperwork before the deadlines to drop or withdraw from a course, shown in the Academic Calendar at <http://admissions.ouhsc.edu/AcademicCalendar.aspx>. 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.

Laptop/Device Encryption and Anti-Virus Software. In advance of examinations, students must check that their laptop or PC includes up-to-date encryption software and the necessary programs for securing the device. Students who obtain new or replacement devices at any time can request access to the Student Virtual Desktop at <http://ouhsc.edu/sde>. OU IT will grant student access within 24 hours of request submission. Students can log in at <https://mydesk.ou.edu>. All students should continue to encrypt their devices with Windows 10 and MacOS encryption tools and install anti-virus software. Instructions and recommendations are linked at: [Windows 10 Encryption](#), [MacOS Encryption](#), and [Anti-Virus Software](#).

COVID-19 Related Academic Policies. The OUHSC COVID-19 Return Plan ([here](#)) includes the HSC policies referenced below, as well as others intended to mitigate the spread of COVID-19. If you believe you have a medical condition that prevents you from complying with these requirements or others, please refer to the Reasonable Accommodations section of this syllabus. As a student, compliance with the following expectations is your responsibility:

1. **Social Distancing.** You must practice social distancing at all times when you are in class or are performing academic-related responsibilities or assignments in University facilities or outdoor spaces. Social distancing requires at least 6-feet be maintained between individuals. The sole

exception to practicing social distancing in class or when performing academic-related responsibility is when the instructor informs you that the nature of a particular academic assignment, task, or activity cannot be performed with social distancing. You will be given specific instructions in such situations.

2. **On Campus.** You must wear an approved face covering ([see Return Plan section IV. Masks](#)) at all times when you are in University facilities. It must cover your nose and mouth when worn. If you need a mask, you may pick one up from the centralized Student Affairs office for your campus. Non-medical grade masks with exhalation valves are not permitted on campus unless a surgical style mask is worn over it. Scarves, bandanas, gaiters, buffs, and the like are also not permitted as substitutes for masks.
3. **On-Campus Clinical Laboratory or Simulation-based Instruction.** In academic activities where the assignment, task, or activity cannot be performed with social distancing, the instructor will provide specific directions for maintaining COVID-19 precautions during the assignment, task, or activity.
4. **Off-Campus and On-Campus Clinical or Experiential Instruction.** If your academic responsibilities or assignments require you to go to on- or off-campus facilities for clinical or other experiential instruction, you must comply with the COVID-19 related policies of those facilities. You will receive specific directions from your instructor related to your particular class and the relevant guidelines.

COVID-19 Screening and Reporting. All students are responsible to know the University's COVID-19 Screening Guidance listed [here](#).

A. Initial Return to On-site Instruction or Clinic Rotation:

- 1) Complete the online [COVID-19 Screening & Reporting Tool](#). The Student & Employee Health Clinic will notify you, via your University email address, of your screening results.
- 2) After receiving your screening results, please send your results to the specified email address for your college/program outlined in your results email.

B. Each time you experience one of the scenarios listed in the online [COVID-19 Screening Guidance](#), you must follow the below steps:

- 1) Complete the [COVID-19 Screening & Reporting Tool](#). The Student & Employee Health Clinic will notify you, via your University email address, of your screening results.
- 2) After receiving your screening results, please send your results to the specified email address for your college/program outlined in your results email.
- 3) After forwarding your screening results to the specified college results email address, you can send your screening results to your individual instructors or preceptors.

Please note: If you have questions regarding the screening or reporting process, contact HSC Student Affairs at (405) 271-2416 or students@ouhsc.edu or OU-Tulsa Student Affairs at (918) 660-3100 or TulsaSA@ou.edu

Absences. If you will be absent from a course activity for any reason, it is your responsibility to notify the instructor as specified by the course syllabus.

COLLEGE of ALLIED HEALTH REQUIRED SYLLABUS STATEMENTS

FIRE AND BUILDING EVACUATION.

OKC: In the event of a fire, activate the nearest fire alarm pull station. Call OUHSCPD at 405-271-4911. Notify occupants and help those needing assistance in the immediate areas. When the fire alarm is activated, evacuation of the AHB is mandatory. Take all personal belongings (keys, purses, wallets).

Close doors as you exit. Evacuate the building at the nearest exit. Do not use elevators. Proceed to the south east corner of Parking Lot 'L', immediately behind (to the East) the Allied Health Building. Do not re-enter the building until authorized to do so by emergency personnel.

OU-TULSA: In the event of a fire, follow the instructions provided for fire notification and evacuation specific to the building in which you occupy. Activate the nearest fire alarm pull station. Call OU-Tulsa Campus Security at 918-660-3333. Notify occupants and help those needing assistance in the immediate areas. Make your way from the nearest exit, closing doors as you go and proceed to the designated meeting area for the respective building for further instructions.

ACTIVE SHOOTER ON CAMPUS

If possible, exit the building immediately and call: **OUHSCPD at 405-271-4911 or OU-Tulsa Campus Security at 918-660-3333.**

If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call: **OUHSCPD at 405-271-4911** or if on the **OU-Tulsa campus call Campus Security at 918-660-3333.**

Evacuate the room only when authorities have arrived and instructed you to do so. Do not leave the room or unlock the door to see "what is happening." Do not attempt to confront or apprehend the shooter, unless as a last resort. Do not assume someone else has called police or emergency personnel.