

EXHIBIT A

**UNIFORM CLINICAL TRAINING FACILITY AFFILIATION AGREEMENT
UNDERGRADUATE PROGRAMS**

BETWEEN CLINICAL FACILITY NAME

AND

**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE**

**Policy and Procedure: College of Osteopathic Medicine
Adjunct Faculty – “Credentialing Process, Final Approval, and Review”**

October 17, 2013

(Amended November 3, 2015)

(Dismissal Form Letter Added March 21, 2016)

(Amended for COM on May 3, 2016)

In the American Osteopathic Association Commission on Osteopathic College Accreditation Standards and Procedures dated July 1, 2013, Standard Four: Faculty 4.1; 4.1.2, the following is referenced: “The COM must have sufficient and appropriately trained faculty, supplemented by part time and adjunct faculty, at the COM to meet its mission and objectives.” ... Guideline: The process should be consistent with the COM’s established faculty academic credentialing or approval procedures and should include regular reviews based upon the COM’s established methods of faculty evaluation.”

Description of Adjunct Faculty:

Clinical Adjunct: These positions are comprised of physicians, osteopathic and allopathic, non-university employees that provide student medical education and clinical experience throughout the student’s academic career with more emphasis during the 3rd and 4th clerkship years. These same physicians may also be directly involved in post graduate medical education within the Osteopathic Post-Doctoral Institute (OPTI) affiliated with our COM (Osteopathic Medical Education Consortium of Oklahoma – OMECO) as well as student education since many of the sites used for the students are also an osteopathic residency site.

Psychiatry and Behavioral Health Sciences Adjunct: These positions are comprised of physicians, osteopathic and allopathic, Ph.D., Psy.D., Ed.D., non-university employees that provide student medical education and clinical experience throughout the student’s academic career with more emphasis during the 3rd and 4th clerkship years. These same professionals may also be directly involved in post graduate medical education within the Osteopathic Post-Doctoral Institute (OPTI) affiliated with our COM (Osteopathic Medical Education Consortium of Oklahoma – OMECO) as well as student education since many of the sites used for the students are also an osteopathic residency site.

Rural Health Adjunct: These positions may be comprised of physicians, osteopathic and allopathic, or other terminal degree non-university employees, such as, Ph.D., Ed.D., J.D., that provide student medical education, or clinical experience, throughout student’s academic career and their post graduate training within OMECO or OSU COM sponsored programs. Note that the Department of Rural Health does not provide any direct patient care services.

Credentialing of Adjunct Clinical Faculty:

The professional seeking adjunct status who is actively involved in student and/or resident education preferentially would request an adjunct appointment within Oklahoma State University College of Osteopathic Medicine (OSU

COM) through a request addressed to the office of the Senior Associate Dean for Academic Affairs, OSU COM, 1111 West 17th Street, Tulsa, Oklahoma 74107. In the request the following information must be included:

- An up to date curriculum vitae of the professional preferably with a picture attached including contact address and email address.
- Evidence of Board Certification in the clinical department.
- In the request letter indicate the setting in which he/she will be teaching; i.e., residency program, rural clinic rotation, community hospital, an elective, a selective, classroom, etc.

Upon receipt of the request, the documentation and letter will be forwarded to one of the following for appropriate **review and initiation*** of the credentialing process:

Clinical Medical Department, Chair or Section Chief:

- Internal Medicine, Chair
 - Includes medicine subspecialties other than cardiology
- Family Medicine, Chair
- Emergency Medicine, Chair
- Cardiology, Section Chief
- Obstetrics and Gynecology, Chair
 - Includes obstetrics and gynecology subspecialties
- Surgery, Chair
 - Includes surgical subspecialties
- Pediatrics, Chair
 - Includes pediatric subspecialties
- Radiology, Chair
 - Includes radiology subspecialties
- Osteopathic Manipulative Medicine, Chair

Psychiatry and Behavioral Sciences:

- Chair of the Department of Psychiatry and Behavioral Sciences

Rural Health:

- Section Chief of the Department of Rural Health

Final Approval:

Clinical, Rural Health, and Behavioral Sciences: With the Departmental Chairman's approval, the completed documentation is forwarded (returned) to the Senior Associate Dean for Academic Affairs where final approval is given.

Notification:

- Formal Certificate of Adjunct Appointment within the appropriate department.
- Notification of the requirement to annually update their curriculum vitae or submit a letter declaring there has been no change.
- Notification that annually the adjunct faculty will be reviewed to ascertain if the professional appointed continues to be productive in the education of students and/or residents.

NOTE: The Department Chair will institute a letter of recommendation directly to the Senior Associate Dean requesting final approval of an adjunct faculty that has already met with their approval as a request within their department. (See Attachment A)

NOTE: Within the Clinical and Behavioral Health Adjunct Faculty pathway OSU CHS has a program approved by the state of Oklahoma Medicaid program that may financially enhance the adjunct's reimbursement for clinical billing within Medicaid. **ONLY APPROVED ACTIVE CLINICAL ADJUNCT FACULTY WILL BE CONSIDERED FOR THIS PROGRAM. AN APPROVAL AND DIRECTIVE TO OSU CHS CLINIC FINANCIAL SERVICES MUST COME FROM THE OFFICE OF THE SENIOR ASSOCIATE DEAN FOR ACADEMIC AFFAIRS PRIOR TO AUTHORIZATION.**

Attachments:

Sample letter A: Requests directly from the Department Chair to the Senior Associate Dean or Associate Dean for Biomedical Sciences and Vice Provost of Graduate Studies.

Sample letter B: From those positions indicated for review and initiation* in the clinical and behavioral health pathways to the appropriate department chair.

William J. Pettit, D.O., M.A.
Senior Associate Dean for Academic Affairs

EXHIBIT B

UNIFORM CLINICAL TRAINING FACILITY AFFILIATION AGREEMENT
UNDERGRADUATE PROGRAMS

BETWEEN

CLINICAL FACILITY NAME

AND

OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE

BLOOD BORNE PATHOGENS (BBP) EXPOSURE PROCEDURES

(Please refer to the most recent OSHA and CDC guidelines for updated information.)

It is the policy of Oklahoma State University Center for Health Sciences (OSU-CHS) that all students having occupational exposure to blood or other potentially infectious materials will be offered the post-exposure evaluation and follow-up required by OSHA. Should an exposure incident occur, it must be immediately reported to the student's supervising physician, site administration, OSU Safety and the Office of Clinical Education at OSU-CHS.

It is the policy of the College to offer immediate medical evaluation and follow-up to all students who have an exposure incident. This service is provided at no charge to the student. All costs, at Medicare approved rates, for the student will be reimbursed by the College while the site will incur all costs for source patient testing and follow-up. All post-exposure evaluations and follow-ups must remain confidential.

If an exposure incident occurs, the student must identify the source patient, if known. The incident must be documented on the appropriate form located with this policy and be faxed to the Safety Officer at OSU-Health Care Center (OSU-HCC).

The source patient will be contacted for consent and appropriate testing should the HBV/HCV/HIV antibody status be unknown - the site will incur all costs for source patient testing and follow-up. Test results should be reported to Student Health Services at OSU-HCC within 48 hours. If the testing shows the source patient to be positive or if the patient refuses to be tested, refer to the following sections for guidelines.

Post-exposure evaluation should include the following:

1. A blood sample will be drawn and tested as soon as feasible for HBV/HCV/HIV status (baseline HIV, Hepatitis panel ABC).
2. Counseling will be provided.
3. The student will be advised that they are entitled to a medical evaluation in addition to testing for HIV status.
4. If the initial test is seronegative for HIV, retesting will be offered through the OSU-HCC at 3, 6, and 12 months after the incident.

Steps To Take In Case Of An Exposure Incident:

Within the Tulsa Area

1. Provide immediate care to the exposure site (wash it); notify your supervisor and OSU Safety Office, (918)561-8391.
2. Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU-Safety, fax (918)561-1261.
3. Have student blood drawn at OSU-HCC, 2345 Southwest Boulevard, Tulsa, OK 74107, (918)582-1980 if the incident occurs between 8am and 5pm M/F. Afterhours exposures will be sent to OSU Medical Center (OSUMC-ER) (918)599-5373. All follow-up testing will be at OSU-HCC.
4. If post exposure prophylaxis is required have the physician call Drug Warehouse, 6336 East 4th Place, Tulsa, OK 74112, (918)833-5180 and inform the clerk that this prescription is for an OSU Medical Student. Send the bill to OSU-Clinic Financial Services (OSU-CFS) Student Health, 2345 Southwest Boulevard, Tulsa, OK 74107, (918)561-5747fax

Outside the Tulsa Area

1. Provide immediate care to the exposure site (wash it); notify your supervisor and the OSU Safety Officer at (918)561-8391.
2. Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU-Safety, fax (918)561-1261.
3. Student blood will be drawn based on the attending physician recommendations at the exposure site, have the results forwarded to the OSU Safety, fax (918)561-1261.
4. All follow-up testing will be conducted at the exposure site unless you are assigned to the Tulsa area when the next test is required.
5. If post exposure prophylaxis is required have the physician call the nearest pharmacy and inform the clerk that this prescription is for an OSU Medical Student. Send bill to OSU CFS, 2345 Southwest Boulevard, Tulsa, OK 74107, fax (918)561-5747

Contacts:

Matt Sharpe, Safety Officer	(918) 561-8391	(918)830-1367 cell	(918)561-1261 fax
Health Care Clinic	(918) 582-1980		
OSU Clinical Education	(918) 561-1232	(800) 799-1972	
OSU Clinical Financial Services			(918) 561-5747 fax