

Oklahoma State University College of Osteopathic Medicine (OSU-COM)



2016 COCA Self-Study Report

FOREWORD

The Oklahoma State University College of Osteopathic Medicine is pleased to present this document as our AOA Focused Site Visit Self Study document. This document is presented as a PDF document with internal links to the referenced documents. Through additional links on the table contents, you should be able to navigate the document by clicking the page number to move to that particular area of the document.

The document is also designed to be functional without internet connectivity. Should you wish to view all of the provided reference documents on one page they can be accessed using the link below:

<http://www.healthsciences.okstate.edu/coca-focus/>

Note that accessing the above link will require internet connectivity.

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June 1, 2016

American Osteopathic Association
Commission on Osteopathic College Accreditation
142 East Ontario Street
Chicago, IL 60611

Ladies and Gentlemen:

As Dean of the Oklahoma State University College of Osteopathic Medicine (OSU-COM), it is my great pleasure to present this focused self-study report to the AOA-COCA and the Focused Accreditation Site Visit Team. This document represents a careful analysis of the requirements given to our institution following the November 2015 COCA Site Visit. You will see in the document our dedication to OSU-COM's mission and vision and our expectations for the future of Osteopathic Medicine within the state of Oklahoma and beyond.

Students, staff, faculty and administration all worked hand-in-hand to openly and fairly present the supportive data in addressing each requirement. As Dean of OSU-COM, I set the mission, vision, and strategic plan with the partnership of everyone at OSU-COM and our constituents. I partner with the Council of Deans to ensure that we at OSU-COM are living Standards 1-8 and meeting the mission.

OSU-COM is more than a building and budget; it is the realization of the dreams of dedicated faculty, staff and administration who work diligently to push our students beyond the achievements of their mentors. We have worked relentlessly to move OSU-COM to the next level, assuring our constituents (from the state of Oklahoma to the American Osteopathic Association) that the graduates of this institution will continue to be among the very best in the profession.

Sincerely,

A handwritten signature in black ink, appearing to read "Kayse M. Shrum" with a stylized flourish at the end.

Kayse M. Shrum, D.O., F.A.C.O.P.
President, Oklahoma State University Center for Health Sciences
Dean, College of Osteopathic Medicine

Standard One: Mission, Goals and Objectives

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard One and Oklahoma State University College of Osteopathic Medicine's (OSU-COM) mission, goals and objectives.

B. Current State of the Mission, Goals, and Objectives at OSU-COM

The site visit team identified two requirements to be addressed in Standard One. The narrative of the Site Visit Report for Standard One was:

“OSU-COM has a clearly described mission and vision statement that seems well communicated, emphasizing its commitment to Family Medicine, Primary Care, and Rural Health in underserved Oklahoma. The mission speaks to both undergraduate and graduate education, clinical service and research. The COM has demonstrated a commitment to research through its self-funded Intra-mural Grant Program, its expanded research space, the development of its Center for Applied and Integrative Neuro-Science, and its involvement in the Oklahoma Rural Health Policy and Research Center. Distinctive osteopathic health care is delivered through the OSU physicians. The OSU Medical Center serves as the primary clerkship training facility. However, the COM has other clinical sites for third and fourth year required rotations and electives throughout Oklahoma. There were two Requirements and one Recommendation written for *Standard One: Mission, Goals, and Objectives.*”

OSU-COM's requirements in Standard One are for standards 1.3 and 1.3.1. The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

C. Compliance Audit with the AOA Standards

Standard 1.3 The COM must connect its learning outcomes assessment to mission plans and objectives in order to continuously improve the educational quality of its osteopathic medical education program.

Requirement “OSU-COM must demonstrate how it connects its learning outcomes assessment to its mission and objectives in order to assure continuous improvement of its educational quality. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM connects its learning outcomes assessment to mission plans and objectives to continuously improve the educational quality of its osteopathic medical education program. OSU-COM has an assessment program that is an ongoing systematic process that provides the means for assessing student achievement, program effectiveness, and identifying opportunities for

improvement. All outcome measures are evaluated at the level of the Dean and the Council of Deans. During this evaluation process, the outcomes are benchmarked against the mission, vision and objectives of OSU-COM. This benchmarking process allows for timely feedback which maintains and continuously improves the educational quality of our program.

Figure 1 is a diagram that provides an overview of the process. Data input is collected from a variety of sources. This is shown in the top box of the figure and includes information from: Admissions, Academic Affairs, Curriculum Oversight Committee, Student Success Committee, Alumni Affairs, American Osteopathic Association, Center for Rural Health, and Career Development Specialist. Data from these sources provides specific core information on COMLEX-USA Levels 1, 2 and 3 passage rates, PE pass rates, licensure, geographic areas of practice, completion of postdoctoral program, and AOA or ABMS board certification. In addition, OSU-COM requires analytics on other types of data to help us understand our students, faculty and educational programs. Course grades, class rank, discipline sub-scores, admissions information (MCAT, GPA, advanced science courses, etc.), statistical analysis of course exam questions, student feedback and course evaluations are examples of data that will provide formative and summative information on curriculum effectiveness and

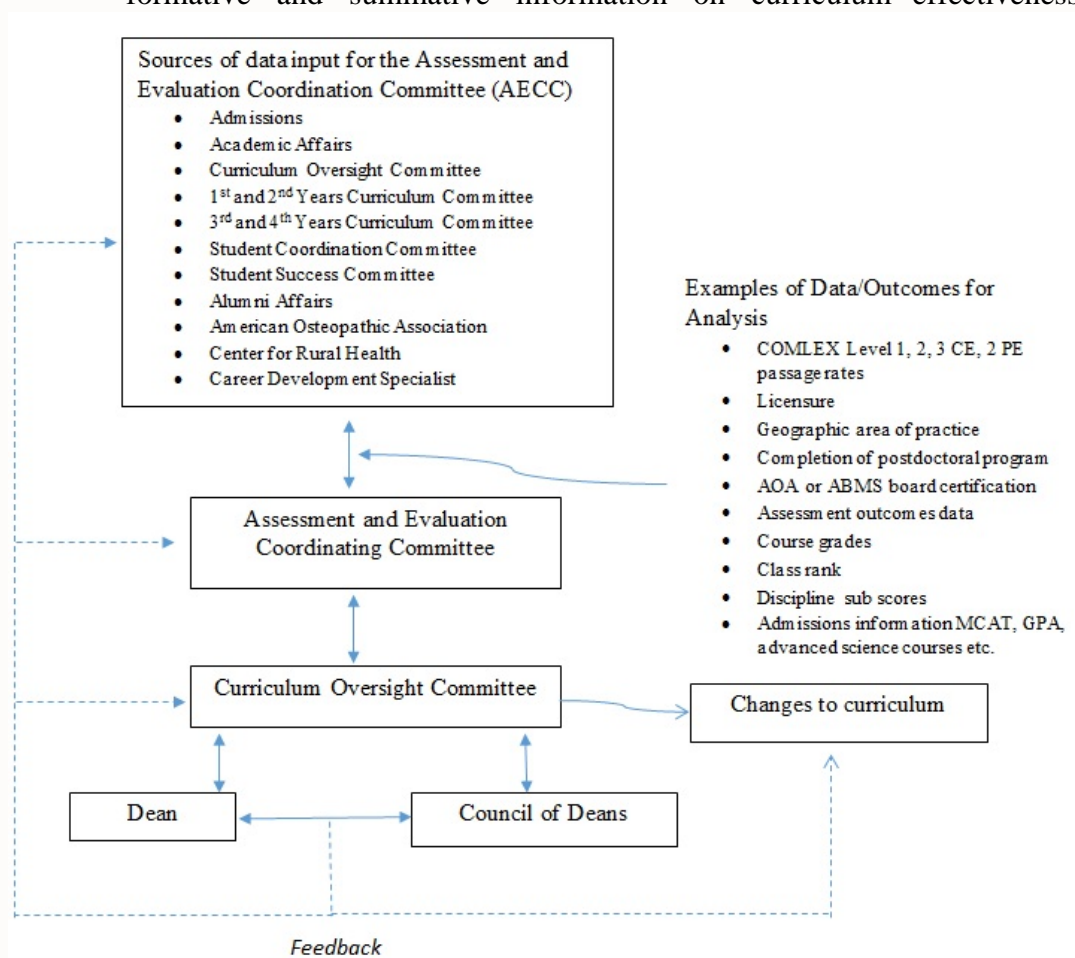


Figure 1: Assessment and evaluation process

Data from all of these sources is analyzed by the Assessment and Evaluation Coordinating Committee. The committee interprets the information and provides a report with recommendations to the Curriculum Oversight Committee. The Curriculum Oversight Committee assesses the information, makes appropriate changes to the curriculum and provides reports/recommendations to the Dean and Council of Deans for final analysis. Feedback from the Dean and Council of Deans goes back to every level of the process. If a deficiency is noted, the feedback is in the form of a remediation plan which includes milestones for reevaluation.

Tables 1 and 2 provide a description of typical assessments for Years 1 through 4 of the medical curriculum. These assessments are mapped to curricular objectives which are designed to meet the goals of OSU-COM. The assessments are also mapped to AOA Competencies.

Table 1: Years 1 and 2 Assessments

On Campus Assessments	Years 1 and 2		
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Course Assessments	Multiple - choice exams, lab exams, case studies, professional communications, team projects, and reflective writing.	1, 2	1, 2, 4, 7
	Small Group Activities - problem based learning sessions, laboratory exercises, team-based learning activities, oral presentations, etc.	1, 2, 3, 4	1, 2, 4
	Standardized Patient Encounters – Graded experiences with review by faculty; focus on interviewing basic physical exam skills, interpersonal skills, medical knowledge (basic and clinical sciences), professionalism and patient-centered care.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Human Patient Simulator Exercises – Graded experiences with review by faculty; focus on physical exam, medical knowledge (basic and clinical sciences), professionalism, and patient-centered care.	1, 2, 3, 4, 5	2, 3, 4, 5
	Practical Examinations - Hands on, one-on-one observation of general approach and verification of safety, efficacy, and accuracy of diagnostics and treatment.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Exams using standardized patients for focused encounters as well as comprehensive history and physical exam assessing specific competency skills.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Osteopathic Experiences - Hands on diagnosis and treatment (including writing a SOAP note) of volunteer patients by students under direct supervision of OMM faculty and residents.	1, 2, 3, 4, 5, 10	1, 2, 3, 4, 5
COMSAE TrueLearn Combank Exam	COMLEX-USA -style self-evaluation instrument.	1, 2, 3, 4 Prior to COMLEX-USA Level 1	1, 2, 3, 6, 7
COMLEX-USA Level 1	Computerized one-day exam covering basic sciences and osteopathic principles in clinical contexts.	Before entry into Third year	1, 2, 3, 6, 7

Table 2: Years 3 and 4 Assessment

Clinical Rotation Assessments	Years 3 and 4		
Please refer to the online Clinical Rotations Student Manual for details			
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Clerkship Specific Assessments	End of Clerkship Examinations.	1-10	1, 2, 3, 6, 7
Clinical Evaluations	Completed by preceptors at the end of each clinical rotation. Covers clinical knowledge, skills, professionalism, and osteopathic skills. All students must pass all rotations including: required and elective to graduate.	1-10	1, 2, 3, 4, 5, 6, 7
Case Presentation	Report based on a clinical case encounter. An evaluation of the case presentation is conducted by a Physician and the Regional Coordinator.	1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7
Case Logs (Skills Card)	Completed by students and approved by preceptors at the end of each of the following rotations: Community Clinic, Rural Clinic, Community Hospital, and Emergency Medicine.	1-10	1, 2
Phase II COMSAE Exam	Standardized exam from NBOME.	1-10	1, 2, 3, 5, 6, 7
Additional Assessments	Book club, Personal Statement Workshop, Telehealth Workshop, & Video Lecture Evaluations.	1-10	1, 2, 7
NBOME COMAT Exams	Standardized exam from NBOME taken by all students.	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - CE	One-day computerized exam.	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - PE	Standardized patient (CPX) exams.	1-10	1, 2, 3, 4, 5
Didactic Weeks	Didactic weeks include observed simulations.	1-10	1, 2, 3, 4, 5
Transition Week	Transition week helps prepare students for 3rd Year rotations. Activities include BLS, ACLS training as well as EPIC, Team Stepps and HIPAA training. There is also a session on library services and a discussion on professionalism. Students are introduced to Course Coordinators and get a brief overview of the required rotations.	Week before Third year rotations start	1, 2, 3, 4, 5
CPX Exams	Using Standardized patients a CPX exam is given during OMM and FM clinical rotations. A mock PE is given prior to the NBOME Level 2 PE.	1-10	1, 2, 3, 4, 5
Observed SP encounters	Students practice advanced interviewing skills with a standardized patient on their behavioral health/psychiatry rotation. Instruction & peer feedback given.	1-10	1, 2, 3, 4, 5

***OSU-COM Curricular Objectives**

1. Identify, critically analyze, and solve problems that consider issues across multiple contexts as osteopathic practitioners related to patient care.
2. Demonstrate knowledge of evidence-based practice in the treatment of patients and the application of relevant research.

3. Perform appropriate diagnostic and treatment skills that encompass the understanding and application of new scientific knowledge to patient care.
4. Effectively lead and communicate with peers and healthcare team members.
5. Demonstrate effective physician-patient interactions.
6. Initiate and sustain life-long learning in order to remain well-informed of relevant scientific evidence related to patient care and medical research.
7. Effectively provide premier quality of care driven by compassion, integrity, honesty, cultural awareness, and ethical principles.
8. Demonstrate the osteopathic philosophy in medical practice while upholding the Osteopathic Oath in professional conduct.
9. Apply medical knowledge and skills to provide exemplary patient care to underserved and rural Oklahoma communities.
10. Incorporate osteopathic manipulative medicine as a diagnostic and treatment modality in patient care.

****AOA Core Competencies**

1. Osteopathic Philosophy and Osteopathic Manipulative Medicine
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

The following example demonstrates how OSU-COM connects its learning outcomes assessments to its mission and objectives in order to assure continuous improvement of its educational quality. Results from the 2015 COMLEX-USA Level 1 exam had more first time board failures than we expected. Using assessment outcomes data as described in Figure 1 (above) and with the aid of analytics, several areas of concern were identified. The areas of concern included:

- Pace: content/time mismatch
- Basic Science exposure vs Clinical Application exposure
- Familiarity with Level 1 (high-yield) Board material
- Inactive Thread Committees
- Faculty awareness of content taught throughout curriculum
- Possible implications regarding in-house exams/questions
- Lack of Objective measurements

A report was prepared and presented to the Dean and the Curriculum Oversight Committee. The following recommendations were made by the Dean as a remediation plan following this presentation and analysis:

- Developing the Physician - reduced to three semesters
- Re-aligned/removed Focus Courses
- Merging of two systems to end spring semester earlier
- Increased number of exam questions per discipline in Systems
- In-Depth Curriculum mapping (ongoing)
- Faculty tasked with Identifying Level 1 (high-yield)Board material
- Thread Committees re-instated/implemented
- Individual faculty content/discipline alignment

The plan was to implement these changes as rapidly as possible but, no later than July 2016. The following actions have been taken:

- Developing the Physician was reduced from a four semester course to a three semester course. This occurred in the Spring of 2016.
- Merged the Musculoskeletal system and Integumentary system into a shortened Musculoskeletal/Skin/Connective System with fewer hours. This occurred in the Spring of 2016. The above changes will give the second year class more time to prepare for COMLEX-USA Level 1.
- Realigned two focus courses by merging content from the Evidence-Based Medicine course and the Prevention Focus course into other courses. This occurred in the Spring of 2016. This will decompress the semester and give the students more time to focus on the Systems courses.
- Increased number of basic science exam questions per discipline in Systems. This occurred in the Spring of 2016. This change has helped the students focus on the basic concepts of the system courses.
- Had faculty take COMLEX-USA Level I exam so they could better understand how to prepare students for the exam.
- Increase activity of Thread Chair Committee. Started late spring of 2016. This will improve our improve integration in the curriculum and help prevent too much redundancy in the curriculum.
- Curriculum mapping increased awareness of faculty of all content throughout the curriculum.
- Provide faculty development sessions on assessment item-analysis.
- Started a Student Success Committee to help identify students at risk and provide a remediation plan to help them. This occurred in the Spring of 2016.
- Added an Integrative System course in the last semester of the curriculum. This occurred in the Spring of 2016.
- Developed a plan to slow the pace of content delivery in the Biomedical Foundation courses. This will be implemented Fall 2016.
- Implemented a COMSAE exam policy- each student is required to take 2 COMSAE exams (January/May); a third COMSAE exam is required if the score is <451. *Students scoring <451 were required to attend a mandatory board review course.*

The above actions were data driven based on results from assessment analytics. The purpose was to improve the quality of the curriculum and enhance student outcomes. This will be studied and verified by assessment outcome analytics that occur after the next class takes the COMLEX-USA Level 1 exam. Further recommendations may be made by the Dean based on the results of the upcoming analysis.

Documents:

[College Catalog Pages: 6, 28-30](#)

[Student Handbook Page: 8](#)

[Mission-Vision website](#)

[Strategic Plan Document](#)

Compliance Statement: This standard has been met.

Standard 1.3.1 The planning processes must incorporate formative and summative reviews of student achievement including, but not limited to: COMLEX-USA 1 and 2 passage rates; licensure, geographic area of practice, obtainment and completion of a postdoctoral program, and AOA or ABMS board certification.

Requirement “OSU-COM must utilize assessment data to improve the effectiveness of its program rather than just tracking student achievement. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM has an assessment program that is an ongoing systematic process that provides the means for assessing student achievement, program effectiveness, and identifying opportunities for improvement. Figure 1 is a diagram that provides an overview of the process. Data input is collected from a variety of sources. This is shown in the top box of the figure and includes information from: Admissions, Academic Affairs, Curriculum Committee, Student Success Committee, Alumni Affairs, American Osteopathic Association, Center for Rural Health, and Career Development Specialist. Data from these sources provides specific core information on COMLEX-USA Level 1, 2 and 3 CE passage rates, PE pass rates, licensure, geographic area of practice, completion of postdoctoral program, and AOA or ABMS board certification. In addition, OSU-COM requires analytics on other types of data to help us understand our students, faculty and educational programs. Course grades, class rank, discipline sub-scores, admissions information (MCAT, GPA, advanced science courses, etc.), statistical analysis of course exam questions, student feedback and course evaluations are examples of data that will provide formative and summative information on curriculum effectiveness and educational quality.

Data from all of these sources is analyzed by the Assessment and Evaluation Coordinating Committee. The committee interprets the information and provides a report with recommendations to the Curriculum Oversight Committee. The Curriculum Oversight Committee assesses the information, makes appropriate changes to the curriculum and provides reports or recommendations to the Dean and Council of Deans for final analysis. Feedback from the Dean and Council of Deans goes back to every level of the process. If a deficiency is noted, the feedback is in the form of a remediation plan which includes milestones for reevaluation.

Figure 1: Assessment program flow chart

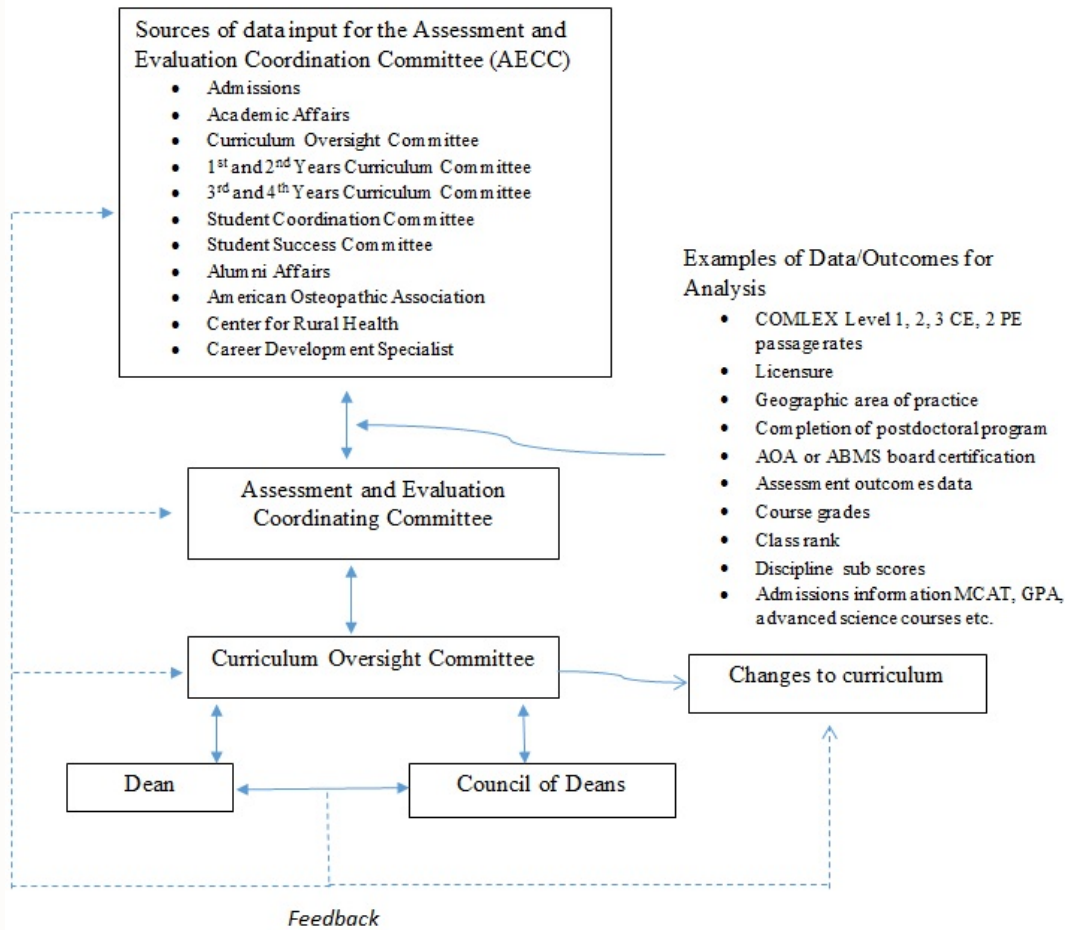


Figure 1: Assessment and evaluation process

In summary, OSU-COM has an ongoing systematic process for assessing student achievement, program effectiveness, and identifying opportunities for improvement. The timeline for analysis is continuous for formative assessments. Input on student assessments will be provided as the semester progresses. See Table 1 for typical assessments in Years 1&2 and Table 2 for Years 3&4. These tables map the assessments to our curricular objectives, AOA core competencies, and educational outcomes. Our goal is to continuously monitor the curriculum to identify students at risk for course or board failure. In addition, continuous assessment allows for changes to be made in the curriculum as the semester progresses. Summative assessments are done less frequently, but occur at typical evaluation points: at end of each semester, year, and after licensure exams. The summative data is used to monitor and track the quality of our educational program. This can only occur by comparing the summative data to our mission and goals, and strategic plan.

This allows us to make changes when deficits become apparent, to know when our standards are being met, and to evolve within a changing healthcare environment.

Table 1: Years 1 and 2 Assessments

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	Practical Examinations - Hands on, one-on-one observation of general approach and verification of safety, efficacy, and accuracy of diagnostics and treatment.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
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1. Osteopathic Philosophy and Osteopathic Manipulative Medicine
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

If a deficit is discovered in student progress or in the curriculum, a remediation plan is developed to address the individual situation with a plan for reevaluation. The following example highlights key aspects of our assessment process. Results from the 2015 COMLEX-USA Level 1 exam had more first time board failures than we expected. Using data collected as described in Figure 1 and with the aid of analytics. Several areas of concern were identified. The areas of concern included:

- Pace: content/time mismatch
- Basic Science exposure vs Clinical Application exposure
- Familiarity with Level 1 (high-yield) Board material
- Inactive Thread Committees
- Faculty awareness of content taught throughout curriculum
- Possible implications regarding in-house exams/questions
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- Provide faculty development sessions on assessment item-analysis.
- Started a Student Success Committee to help identify students at risk and provide a remediation plan to help them. This occurred in the Spring of 2016.
- Added an Integrative System course in the last semester of the curriculum. This occurred in the Spring of 2016.
- Developed a plan to slow the pace of content delivery in the Biomedical Foundation Courses. This will be implemented Fall 2016.
- Implement a COMSAE exam policy- each student is required to take two COMSAE exams (January/May); a third COMSAE exam is required if the score is <451. *Students scoring <451 were required to attend a mandatory board review course.*

The above actions were data driven based on results from assessment analytics. The purpose was to improve the quality of the curriculum and enhance student outcomes. This will be studied and verified by assessment outcome analytics that occur after the next class takes the COMLEX-USA Level 1 exam. Further recommendations may be made by the Dean based on the results of the upcoming analysis.

Documents:

[College Catalog Pages: 6, 28-30](#)

[Student Handbook Page: 8](#)

[Screenshot of OSU Website \(Mission and Vision\)](#)

[COMLEX-USA Level 1 and Level 2 Passage Rates \(College Catalog Page 41\)](#)

[Curriculum Oversight Committee Structure](#)

[Curriculum Committee Membership](#)

Compliance Statement: This standard has been met.

Standard Two: Governance, Administration and Finance

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Two and OSU-COM's governance, administration and finance.

B. Current State of Governance, Administration and Finance at OSU-COM

The site visit team identified two requirements to be addressed in Standard Two. The narrative of the "Introduction" for the Site Visit Report for Standard Two was:

"OSU-COM is governed by the Board of Regents for the Oklahoma Agriculture and Mechanical Colleges. There are bylaws, policies, and procedures for the Board of Regents. The bylaws provide for an organizational structure as to how the COM relates to the Oklahoma State University Center for Health Sciences (OSU-CHS). OSU-CHS consists of four other schools, the School of Forensic Sciences, School of Biomedical Science, School of Health Care Administration, and the soon to be opened School of Allied Health. The President of the OSU Center for Health Sciences also serves as the OSU-COM Dean and Chief Academic Officer (President/Dean). The President/Dean has responsibilities and authority for fiscal management of the COM. The principle administrative leaders of OSU-COM demonstrate appropriate training and competencies for their positions. There is evidence that this COM has significant financial resources to carry out its mission and support its research enterprise. There were two Requirements and one Recommendation written for *Standard Two: Governance, Administration, and Finance.*"

OSU-COM's requirements in Standard Two are for standards 2.2 and 2.8. The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

C. Compliance with AOA Standards

Standard 2.2 The governing body will confer the degree Doctor of Osteopathy (D.O.) or Doctor of Osteopathic Medicine (D.O.) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by faculty.

Requirement "OSU-COM must document and implement its process for determining that students have met COM requirements for graduation and have been recommended for graduation by the faculty. Documentation of this must be submitted to the COCA by July 1, 2016. 2015)."

Discussion: OSU-COM is granted the authority to confer the Doctor of Osteopathic Medicine degree from the Oklahoma State Board of Regents of Higher Education. The Academic Standards Handbook outlines nine requirements that students must fulfill in order to be awarded the Doctor of Osteopathic Medicine degree. Verification of completion of academic requirements is made by the Registrar's office and retained in the student's academic file. Additionally, a faculty vote occurs during the Spring General Faculty meeting, during which student candidates are presented to the faculty and voted upon for graduation. Article VI of the Charter of the General Faculty and the Faculty Senate details the requirement of an affirmative faculty vote.

Documents: [Academic Standards Handbook Pages 38 and 39](#)
[College Catalog Page 20](#)
[Article VI of the Charter of the General Faculty and Faculty Senate Policy & Procedure for Student Graduation Requirement Verification and Recommendation](#)

Compliance Statement: This standard has been met.

Standard 2.8 The selection of administrative personnel must not discriminate on the basis of race, ethnicity, color, sex, gender, religion, national origin, age or disabilities.

Requirement “OSU-COM must have a non-discrimination statement with all elements mentioned in the COCA Standard, including race, ethnicity, color, sex, gender, religion, national origin, age or disabilities. This statement needs to be presented in a consistent manner throughout all COM publications, on its website, and wherever else it may be presented. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM received requirements for the non-discrimination policy across the three domains with one requirement in each domain. The non-discrimination policy has been updated to be consistent across all COM publications including, the College Catalog, Student Handbook, website and other associated publications. In each area the policy reads:

“The Oklahoma State University Center for Health Sciences prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin or ethnicity.”

Documents: [College Catalog Page 1](#)
[Student Handbook Page 1](#)
[Screenshot of OSU-COM Non-discrimination Policy from Website](#)

Compliance Statement: This standard has been met.

Standard Three: Equipment, Facilities and Resources

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Three and OSU-COM's equipment, facilities and resources.

B. Current State of Equipment, Facilities and Resources at OSU-COM

The site visit team identified two requirements to be addressed in Standard Three. The narrative of the Site Visit Report for Standard Three was:

“There are six building components of the Oklahoma State University College of Osteopathic Medicine centralized on the main campus and four components are located nearby in West Tulsa. There seems to be adequate resources for teaching and research labs, classrooms, student lounges, wellness center, learning resources, and library. The COM has listed extensive upgrades to the main campus areas, as well as instructional technology capacity for the facilities to deliver the curriculum. The off-campus facilities are designed for financial services, telemedicine, clinic administration, clinical faculty offices, exam rooms, teaching clinic operations, and mobile telemedicine clinic. The COM noted a significantly improved IT infrastructure since the last site visit, including new classroom technology. These facilities seem adequate to support this COM's curriculum, enabling it to achieve its mission and goals. OSU-COM has a full functioning medical library with 32,500 volumes of print material, 5,500 audiovisuals, 830 anatomical models, access to 16,800 ejournals, and 1678 ebooks. The libraries hours of operation, 7AM to midnight, are appropriate to meet the needs of students. The library has been responsive to student requests and recently extended the morning hours to begin at 6 AM on testing days. The library maintains an on-line resources center which is available to students 24 hours per day, seven days per week. The resource center utilizes a format that categorizes the materials available by the courses offered through the curriculum. For example, there is a resource page for the Fall MS1 course BMF III. On this page, there are two sections of materials identified to support this course. The first section of the page contains links to all of the required textbooks for the course in ebook formats ready for downloading. The second section provides a listing of additional support materials available in electronic formal from the library holdings and those that are available elsewhere. All of the ebooks and ejournals are licensed for unlimited downloads, thus maximizing each student and faculty member's opportunity to obtain and benefit from these resources. There were two Requirements and one Commendation written for *Standard Three: Facilities.*”

OSU-COM's requirements in Standard Three are for standards 3.1.1 and 3.3. The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

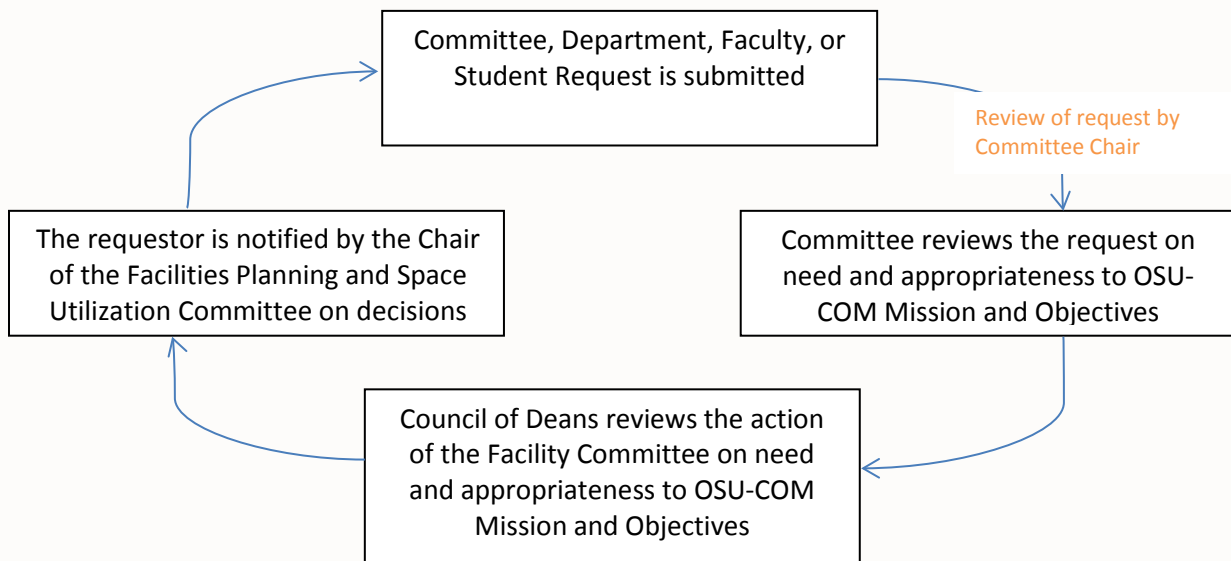
C. Compliance with AOA Standards

Standard 3.1.1 The COM must have a continuous assessment process that reviews all facility resources appropriate to achieve the COM's mission and objectives.

Requirement OSU-COM must develop a continuous assessment process that reviews all facility resources appropriate to achieve its mission and objectives. Documentation of the development and implementation of this assessment process must be submitted to the COCA by July 1, 2016. (2015)

Discussion: OSU-COM has a Facilities Planning and Space Utilization Committee that is utilized to continually assess, plan and anticipate the needs for facility resources to achieve OSU-COM's mission and strategic plans. This committee is designed to address the needs of students, faculty and staff. Broad representation on the committee ensures that many perspectives are considered. The committee sends reports to the Council of Deans for continued alignment with mission and strategic planning.

Facility requests are made by formal request either in writing or electronically through the website. All requests are sent to the chair of the committee to ensure that appropriate approvals have been received and the submission is complete for addition to the committee agenda. The following feedback loop explains the process of review and decision process:



Documents: [Policy & Procedure for Facilities Planning and Space Utilization Committee Request Template](#)

Compliance Statement: This standard has been met.

Standard 3.3 The learning resources of all campuses and affiliated teaching sites must be reviewed by the COM to ensure delivery of the curriculum.

Requirement OSU-COM must identify the specific learning resources necessary for its students at each affiliated site and utilize the resulting list of necessary resources to conduct an evaluation of all affiliated sites to ensure that each one has the necessary space, technology, and other resources identified by the COM. This evaluation should become the process and procedure that the COM will use continually to evaluate learning resources at its affiliated teaching sites. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)

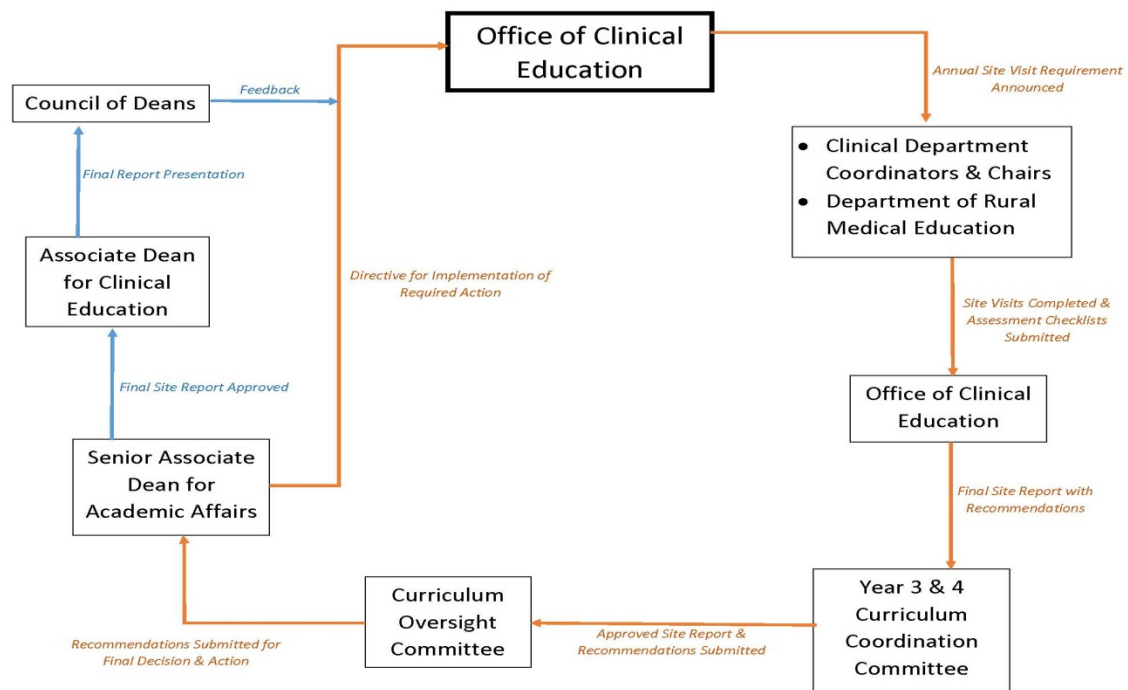
Discussion: The structure, design, and delivery of the OSU-COM Clerkship Program is driven by our mission to serve rural Oklahoma. The successful delivery of the OSU-COM Clerkship Program curriculum relies heavily on the resources and capabilities at our affiliated teaching sites. In order to ensure that the resources and capabilities at each of our affiliated sites are adequate to deliver the Clerkship Program curriculum, the Office of Clinical Education requires course coordinators, and/or other OSU-COM representatives, to complete an annual visit for each affiliated teaching site representing: Rural, Core, and Required Clerkship sites.

Prior to each visit, course coordinators and the Office of Clinical Education prepare a site-specific summary report. This summary report includes, but is not limited to COMAT and departmental exam performance, student responses on the evaluations of the rotation, and student-submitted comments. The summary report includes a comparison of the site-specific COMAT performance with that of the entire class.

For each affiliated teaching site visit, the course coordinators and/or other OSU-COM representatives complete a site visit assessment checklist. The Office of Clinical Education reviews the checklists submitted for each site and creates a final report that is distributed to the Year 3 & 4 Curriculum Coordination Committee. This Committee reviews the final reports and votes on all recommendations. This recommendation is submitted to the Curriculum Oversight Committee for approval. After approval it is submitted to the Senior Associate Dean for Academic Affairs for review and approval.

Approval and recommendations from this process are conveyed to the sites by the Office of Clinical Education. It is provided to individual sites in the form of a formal report. The Associate Dean for Clinical Education submits reports to the Council of Deans to ensure alignment with mission and strategic plans.

This process is represented in the following feedback loop:



Documents: [Site Visit Policies and Procedures](#)
[Clinical Training Site Assessment Form](#)
[2016 Site Visit Schedule](#)

Compliance Statement: This standard has been met.

Standard Four: Faculty

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Four and OSU-COM's faculty.

B. Current State of the Faculty at OSU-COM

The site visit team identified six requirements to be addressed in Standard Four. The narrative of the Site Visit Report for Standard Four was:

“The OSU-COM faculty structure described in the Self-Study lists the number faculty and teaching hours in each of 3 categories (Biomedical, Clinical, and Adjunct). Biomedical faculty does not take into account courses taught in the graduate program. The COM has 26 tenure track and 51 clinical educator track faculty members, representing a total of 77 clinical faculty. With respect to biomedical sciences, the COM has 26 tenure track faculty. The COM also has a total of 835 adjunct clinical faculty to be utilized in its clinical curriculum. In 2013, OSU-COM instituted a revised curriculum from a discipline-based format to a systems-based curriculum. The COM also continued three longitudinal courses (Osteopathic Manipulative Medicine, Clinical Skills and Developing the Physician), as well as several one-week courses on various topics (e.g. Addiction Medicine, Geriatrics, Clinical Medicine Foundation, etc.) during the first two years of the curriculum. Clerkship changes also included didactic weeks every 13th week, as well as a Transition Week Course just prior to clinical rotations. There were six Requirements written for Standard Four: Faculty.”

At the April 16, 2016 COCA meeting, standard 4.2.3 was removed as a requirement. OSU-COM's remaining five requirements in Standard Four are for standards 4.1, 4.1.1, 4.1.2, 4.3 and 4.7.1. The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

C. Compliance with AOA Standards

Standard 4.1 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. The COM must also have sufficient and appropriately trained faculty at its affiliated and educational teaching sites.

Requirement “OSU-COM must provide documentation to support that it has sufficient and appropriately trained faculty, including part-time and adjunct faculty, both on campus and at its affiliated teaching sites to meet its mission and objectives. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The OSU-COM has reviewed and updated the faculty adequacy model that has been used. The model is generally accepted and was used in the substantive change documents provided to COCA for curriculum change that was adjudicated in September 2015. This model is detailed in the link “Faculty Adequacy Model” noted below. Specifically, step one of this process details the number of biomedical and clinical faculty available and step five details the number of clinical adjunct faculty available at OSU-COM.

Documents: [Faculty Adequacy Model](#)
[OSU-COM Mission and Vision](#)
[Budget for Faculty \(OSU-COM\)](#)

Compliance Statement: This standard has been met.

Standard 4.1.1 The COM must develop a faculty adequacy model appropriate to the COM's mission and objectives and curriculum delivery model. The method used to calculate the model must be fully described and documented. Faculty must include osteopathic physicians, basic scientists, and other qualified faculty to carry out the COM's mission and objectives.

Requirement “OSU-COM must develop a faculty adequacy model appropriate to its mission and objectives and curriculum delivery model. The COM must fully describe the method used to calculate the model. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The OSU-COM has reviewed and updated the faculty adequacy model that has been used. The model is generally accepted and was used in the substantive change documents provided to COCA for curriculum change that was adjudicated in September 2015. This model is detailed in the link “Faculty Adequacy Model” noted below. Steps one through six of the process provide the details for determining faculty adequacy in instruction and research.

Documents: [Faculty Adequacy Model](#)
[OSU-COM Mission and Vision](#)
[Budget for Faculty \(OSU-COM\)](#)

Compliance Statement: This standard has been met.

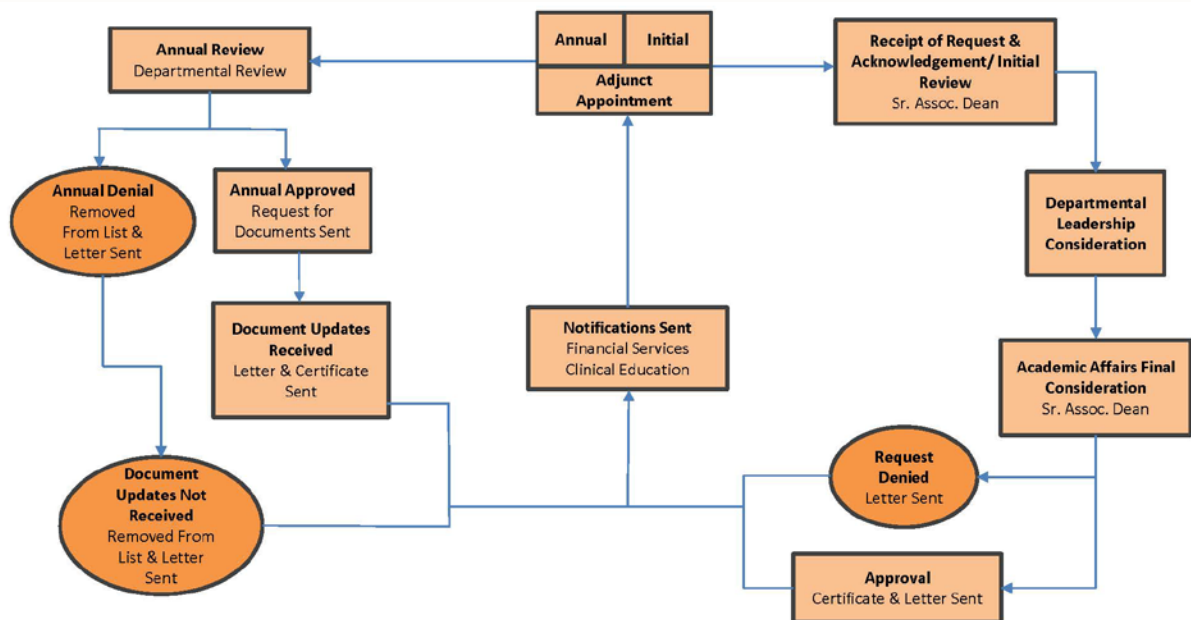
Standard 4.1.2 The COM must academically credential or approve the faculty at all COM and COM-affiliated and educational teaching sites.

Requirement “OSU-COM must obtain and approve the credentials of all COM faculty at its affiliated teaching sites. Affiliation Agreements must be executed and reviewed on a regular basis via a clear process with supporting documents such as licensure, liability, and board certification updated on a regular basis. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion:

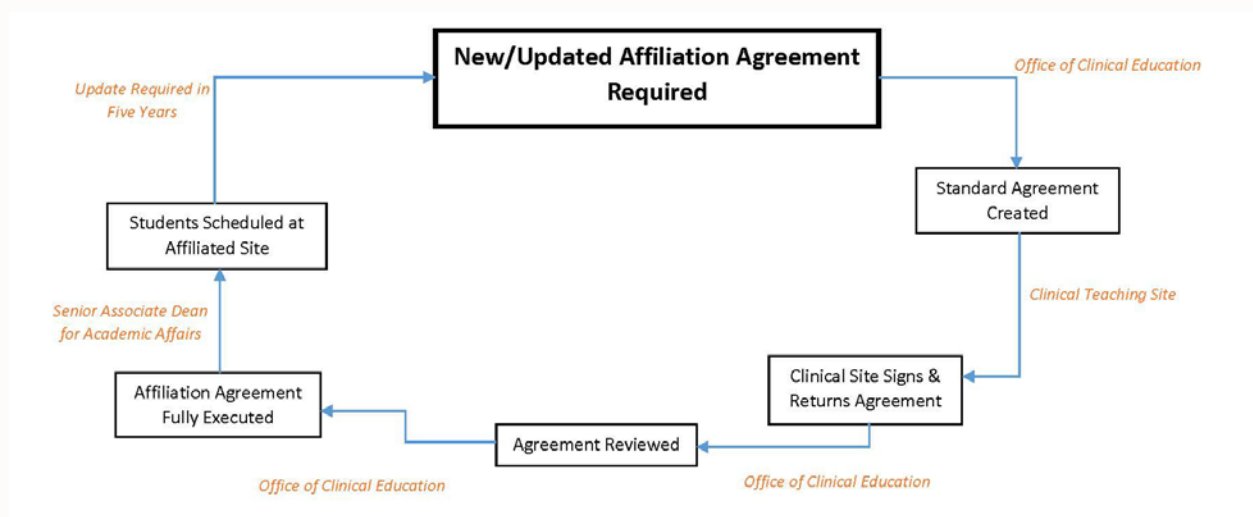
The appointment of adjunct faculty at affiliated teaching sites is managed by the Senior Associate Dean for Academic Affairs. Interested and qualified individuals formally request an appointment as adjunct faculty to the Senior Associate Dean for Academic Affairs. In order to be considered, candidates seeking adjunct faculty status must then submit a current curriculum vitae and verification of board certification, along with a declaration statement concerning their intent to teach students at an affiliated clinical site. The Senior Associate Dean for Academic Affairs then forwards all of the above documentation to the relevant clinical department chair for review and initiation. The clinical department chair is responsible for determining qualifications, and submitting a formal letter of recommendation for the most deserving candidates. The Senior Associate Dean for Academic Affairs notifies the candidate that their request for adjunct faculty status has been approved or denied. Those approved are informed of the requirement to submit an updated CV each year.

The Senior Associate Dean for Academic Affairs notifies the Office of Clinical Education following each adjunct faculty appointment at affiliated teaching sites. The Office of Clinical Education reviews the newly appointed adjunct faculty documentation and determines the affiliation agreement status. For



newly appointed adjunct faculty that will be teaching students at a teaching site with a current affiliation agreement, the Office of Clinical Education places a copy of the agreement in the personnel folder of the new adjunct faculty member. If the new adjunct faculty member will be teaching students at a site that does not have a current affiliation agreement, the Office of Clinical Education begins the process of getting an agreement in place immediately. Students are not scheduled at any site prior to the full execution of an affiliation agreement for required rotations.

The structure and design of the OSU-COM affiliation agreement template requires mandatory renewals at least every five years. The expiration date for all agreements is July 1st of each year. The Office of Clinical Education tracks all affiliation agreements. Through annual audits, the Office of Clinical Education constructs a complete list of all agreements for affiliated teaching sites that are scheduled to expire, updates all information required on the template, and distributes a new agreement for review and execution at least 90 days prior to July 1st. Newly executed agreements are then placed in all corresponding adjunct faculty personnel folders. In the event that we are unable to execute a new agreement before the expiration date, the Office of Clinical Education notifies the clinical department chairs and course coordinators, and begins the process of relocating all students scheduled for rotation.



- Documents:**
- [Policy & Procedures for Clinical Affiliation Agreements](#)
 - [Affiliation Agreement Template](#)
 - [Policy & Procedure for Tracking Affiliation Agreements](#)
 - [Policy & Procedure for Site Visits](#)
 - [Policy and Procedure for Clinical Adjunct Faculty](#)

Compliance Statement: This standard has been met.

Standard 4.3 The selection of faculty must not discriminate on the basis of race, ethnicity, color, sex, gender, religion, national origin, age or disabilities.

Requirement “OSU-COM must have a non-discrimination statement with all elements mentioned in the COCA Standard, including race, ethnicity, color, sex, gender, religion, national origin, age or disabilities. This statement needs to be presented in a consistent manner throughout all COM publications, on its website, and wherever else it may be presented. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM received requirements for the non-discrimination policy across the three domains with one requirement in each domain. The non-discrimination policy has been updated to be consistent across all COM publications including, the College Catalog, Student Handbook, website and other associated publications. In each area the policy reads:

“The Oklahoma State University Center for Health Sciences prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin or ethnicity.”

Documents: [College Catalog Page 1](#)
[Student Handbook Page 1](#)
[Screenshot of OSU-COM Non-Discrimination Policy from Website](#)

Compliance Statement: This standard has been met.

Standard 4.7.1 The COM must have adopted the Code of Ethics established by the American Osteopathic Association

Requirement “OSU-COM must reference and include the AOA Code of Ethics in its Faculty Handbook, Student Handbook, and on its website. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The OSU-COM adopted the AOA Code of Ethics in 2008 by a vote of the general faculty.

Documents: [Faculty Resource Manual Page 2-5](#)
[Student Handbook Page 8](#)
[Screenshot of OSU-COM Website](#)
[College Catalog Page 7](#)

Compliance Statement: This standard has been met.

Standard Five: Students

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Five and OSU-COM's Students.

B. Current State of the Students at OSU-COM

The site visit team identified six requirements to be addressed in Standard Five. The narrative of the Site Visit Report for Standard Five was:

“OSU-COM has demonstrated an ability to recruit, retain, and graduate students that reflect the mission and objectives of the COM. This is clearly demonstrated by the number of Oklahoma residents accepted into the program (91% for the current first year class). Although the State mandates a rate of 85% in-state students, the COM is routinely above that mark. There is a true commitment to train and retain physicians for the benefit of the citizens of Oklahoma. It is also important to note that upon graduation, the majority of students, around 60%, stay in Oklahoma and serve in rural communities. Over the last three years, the COM has averaged 31% of its graduates entering Family Practice residency programs. This is directly in-line with the objectives listed in the COM's mission statement.

OSU-COM has published its transfer policies in the College Catalog and on its website. These policies outline all the requirements for students from COCA accredited COMs to transfer to the COM and complete the last two years of training prior to receiving their osteopathic medical degree.

OSU-COM student services staff has the credentials, skills, and knowledge to provide quality services to students. The Office of Student Affairs is directed by the Associate Dean of Enrollment Management and exists as the umbrella entity for recruitment, admissions, financial aid, registrar, student life, and career development. The staff is comprised of the following administrative and classified members: Director of Student Affairs, Director of Admissions, Director of Recruitment, Registrar, Recruitment Coordinator (recruiter), Manager of Financial Aid and Scholarships, Coordinator of Financial Aid and Graduate Admissions, Admissions Specialist, Career Development Specialist, and Administrative Assistant. A temporary Office Assistant also began working in the office in May 2015 and is anticipated to assist with office operations for the next several months. Discussion with staff indicated a need for a Learning Specialist position with a learning style inventory and learning-centered counseling background. This expertise would provide an additional benefit to students in support of the COM's academic mission. Students are made aware of COM programs and services through the College Catalog, Student Handbook, COM

website, and email. Also, Student Affairs staff interacts with students on a regular basis.

Currently, OSU-COM students who experience academic difficulty are required to meet with the department Chair over the area of concern. The faculty works with the students to determine appropriate interventions to support the students' success. Faculty will refer the students to other individuals on campus as needed to support the appropriate intervention. Currently, there is not a Learning Specialist on staff that can provide learning inventory assessments and individual learning style counseling. If a student fails a course, they are summoned to the Student Performance Committee which takes a developmental focus to identify appropriate remediation plans to support the students goal of becoming an osteopathic physician.

OSU-COM provides a College Catalog and Student Handbook to all current and prospective students through its website and updates them on an annual basis. These documents provide information on policies and procedures on academic standards, grading, attendance, tuition fees, refund policy, student promotion; retention; graduation; academic freedom; students' rights and responsibilities, including a grievance policy and appeal procedures; and other information pertinent to the student body.

OSU-COM has imaged records, paper records, and records maintained in a mainframe student information system. These records are organized and stored appropriately with redundancy measures in place. The COM has a process for transferring admissions files to the Registrar upon a student's matriculation into the COM. The files are maintained in the appropriate fire proof filing cabinets and in an organized fashion by class year and alphabetical order. There were six Requirements and four Recommendations written for *Standard Five: Students.*"

OSU-COM's six requirements in Standard Five are for standards 5.3.1, 5.3.2, 5.5.2, 5.6, 5.8 (1) and 5.8 (2). The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

C. Compliance with AOA Standards

Standard 5.3.1 The COM must have a policy to verify that candidates with credentials from a college or university outside of the United States have met the equivalency of the minimum requirements for admission to a COM.

Requirement "OSU-COM must develop and publicly distribute a policy to verify that candidates with credentials from a college or university outside the United States have met the equivalency of the minimum requirements for admission to a COM. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)"

Discussion: A Foreign Transcripts/Coursework Policy is published in the College Catalog, is published on the website and is also referenced within the Student Handbook. OSU-COM will only accept credit for foreign coursework that has been evaluated by a U.S. evaluation service when that evaluation report indicates that the coursework was similar to coursework taken at an institution that is comparable to a regionally accredited college or university in the U.S.

Documents: [College Catalog Page 14](#)
[Student Handbook Page 29](#)
[Screenshot of OSU-COM Foreign Transcripts/Coursework Website Policy & Procedure for Foreign Transcripts/Coursework](#)

Compliance Statement: This standard has been met.

Standard 5.3.2 Recruitment and selection of students for admission to a COM must not discriminate on the basis of race, ethnicity, color, sex, gender, religion, national origin, age or disabilities.

Requirement “OSU-COM must have a non-discrimination statement with all elements mentioned in the COCA Standard, including race, ethnicity, color, sex, gender, religion, national origin, age or disabilities. This statement needs to be presented in a consistent manner throughout all COM publications, on its website, and wherever else it may be presented. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM received requirements for the non-discrimination policy across the three domains with one requirement in each domain. The non-discrimination policy has been updated to be consistent across all COM publications including, the College Catalog, Student Handbook, website and other associated publications. In each area the policy reads:

“The Oklahoma State University Center for Health Sciences prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin or ethnicity.”

Documents: [College Catalog Page 1](#)
[Student Handbook Page 1](#)
[Screenshot of OSU-COM](#)

Compliance Statement: This standard has been met.

Standard 5.5.2 The COM and/or its parent must make available to students on a 24 hour per day 7 days a week (“24/7”) basis, confidential resources for behavioral healthcare services.

Requirement “OSU-COM must make available to students on a 24 hour per day/7 days a week (“24/7”) basis, confidential resources for behavioral health care services. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM has secured the services of ComPsych to provide "24/7" confidential, behavioral health services to our medical students. Students can call a toll-free number "24/7" to discuss their concerns with professionals with Master's Degrees in counseling, social work, or other related behavioral areas. Students can also initiate contact with an intake clinician through an on-line chat feature at "guidanceresources.com" from the hours of 8 a.m. to 6 p.m. Communication is offered in multiple languages and for hearing impaired individuals. Referrals can be made to state-licensed clinicians for face-to-face counseling; counseling services are free of charge for up to ten sessions.

OSU-COM continues to offer counseling services through the OSU-Tulsa Counseling Clinic. Additional information is available on the OSU-COM website about available behavioral health resources in the community.

Documents: [College Catalog Page 16-17](#)
[Student Handbook Page 17-18](#)
[Screenshot of OSU-COM Website Behavioral Health](#)

Compliance Statement: This standard has been met.

Standard 5.6 The COM, and/or its parent institution, must develop an orderly, accurate, confidential, secure, and permanent system of student records.

Requirement “OSU-COM must develop an orderly and accurate system for student records and follow its established protocols for the verification of all admissions requirements, including official transcripts identifying degrees awarded and all course work completed prior to enrollment in the COM. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The Admissions Documentation Policy and Procedure ensures that all final academic/coursework requirements have been met and required admissions documentation is submitted prior to matriculation. All student files across years 1-4 of the medical curriculum are under periodic review utilizing the Admissions File Review Form.

Documents: [Admissions Documentation Policy and Procedure](#)
[Admissions File Review Form](#)

Compliance Statement: This standard has been met.

Standard 5.8 (1) The COM, and/or its parent institution, must publish policies and procedures regarding student complaints related to accreditation standards and procedures, and must maintain records of the receipt, adjudication, and resolution of such

complaints. The COM must include in its policies and procedures the contact information, including address, phone number and email, of the COCA in the AOA Office of Pre-doctoral Education.

Requirement “OSU-COM must add the COCA email and telephone number in the accreditation section and the grievance section of its College Catalog. Documentation of this must be submitted to the COCA by July 1, 2016 (2015)”

Discussion: OSU-COM has added the COCA email and telephone number in the accreditation section and the grievance section of the College Catalog.

Documents: [College Catalog Page 26](#)
[Student Handbook Page 41](#)
[Screenshot of OSU-COM Accreditation with Contact Information](#)

Compliance Statement: This standard has been met.

Standard 5.8 (2) The COM, and/or its parent institution, must publish policies and procedures regarding student complaints related to accreditation standards and procedures, and must maintain records of the receipt, adjudication, and resolution of such complaints. The COM must include in its policies and procedures the contact information, including address, phone number and email, of the COCA in the AOA Office of Pre-doctoral Education.

Requirement “OSU-COM must publish policies and procedures regarding student complaints related to institutional procedures and must maintain records of the receipt, adjudication, and resolution of such complaints. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM is committed to addressing student complaints and feedback and promoting a mechanism by which complaints can be reviewed and resolved. OSU had policies and procedures outlined in its Student Handbook and the College Catalog by which students could submit formal academic and non-academic complaints. Since the last COCA site visit in 2008, OSU-COM has had no formal complaints by way of its existing grievance procedures. Students have provided feedback on institutional and academic matters through various means, including through the following Committees:

- Academic:
 - Student Curriculum Coordination Committee
 - Years 1 & 2 Curriculum Committee
 - Years 3 & 4 Curriculum Committee
 - Curriculum Oversight Committee
 - Curriculum Advisory Committee
- Non-Academic:
 - Student Affairs Committee
 - Learning Resources Committee

Students can submit feedback through student representatives serving on these Committees. Student representatives serve directly on the Student Curriculum Coordination Committee, Years 1 & 2 Curriculum Committee, and Years 3 & 4 Curriculum Committee, Student Affairs Committee and the Learning Resources Committee.

OSU-COM has developed a process by which students can submit feedback anonymously. Curriculum feedback has been collected on an on-going basis and addressed utilizing this system with adjustments made in a timely manner. OSU-COM has expanded the feedback system to include general concerns. The OSU-COM Feedback form is located on its website at <http://centernet.okstate.edu/students/feedback.php>.

OSU-COM revised its policies and procedures for submitting formal academic and non-academic complaints. OSU-COM has updated Student Academic and Non-Academic Complaint Policies and Procedures, found in the Student Handbook (pages 38 and 39, respectively) and Catalog (pages 24 and 25, respectively). These procedures provide a robust system for tracking student complaints from onset to resolution. The Office of Student Affairs maintains a record of all complaints, their adjudication, and resolution. Links to feedback flowcharts for both Academic and Non-Academic complaints can be found in document section below.

In the event that a student finds the resolution to a complaint about institutional or academic concerns unsatisfactory and believes the situation is not in compliance with the AOA Commission on Osteopathic Accreditation Standards, or should a student wish to directly file a complaint regarding concerns about non-compliance with COCA accreditation standards, students can refer to "Complaints Regarding Non-Compliance with AOA Accreditation Standards" Policy, found on Page 41 of the Student Handbook and Page 26 of the College Catalog.

Documents: [Student Feedback Procedures](#)
[Student Academic Complaint Policy and Procedure](#)
[Student Academic Complaint Form](#)
[Student Non-Academic Complaint Policy](#)
[Student Non-Academic Complaint Form](#)
[Student Academic Complaint feedback flowchart](#)
[Student Non-Academic Complaint feedback flowchart](#)
[Student Handbook Page 38 \(Academic Policy documentation\)](#)
[Student Handbook Page 39 \(Non-Academic Policy documentation\)](#)
[College Catalog Pages 24-25 \(Policy documentation\)](#)
[Student Handbook Page 41 \(COCA Standard Policy doc\)](#)
[College Catalog Page 26 \(COCA Standard Policy doc\)](#)

Compliance Statement: This standard has been met.

Standard Six: Curriculum

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Six and OSU-COM's Curriculum.

B. Current State of the Curriculum at OSU-COM

The site visit team identified seven requirements to be addressed in Standard Six. The narrative of the Site Visit Report for Standard Six was:

“The OSU-COM curriculum is monitored, developed, and organized by individual faculty and departments under the guidance of the Curriculum Oversight Committee, which is made up of faculty and administration who work closely with the Dean. Input of the curriculum is also from the Office of Academic Affairs and the Office of Education Development with respect to development, implementation, enhancement and evaluation of the undergraduate and graduate medical programs. According to information in Standard 4, the new curriculum is an integrated model of biomedical and clinical input using a systems-based delivery with early clinical experiences. Some of the curriculum in the first two years is taught via lecture, small group discussion, team-based learning activities, standardized patients, actual patients, community members and simulation. OMM is taught throughout the four years and is, at times, coordinated with gross anatomy and clinical skills. OSU-COM has created a Center for Rural Health to continue the training of students while also providing support services to osteopathic physicians in rural areas. Many of the clinical clerkships are in rural and underserved areas within Oklahoma, in keeping with the mission of the COM. There were seven Requirements, one Commendation, and three Recommendations written for *Standard Six: Curriculum.*”

OSU-COM's seven requirements in Standard Six are for standards 6.1, 6.5, 6.6, 6.8, 6.9.3, 6.11 and 6.13. The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

C. Compliance with AOA Standards

Standard 6.1 The COM must develop and implement a method of instruction and learning strategies designed to achieve its mission and objectives.

Requirement “OSU-COM must demonstrate that its methods of instruction and learning strategies are linked to achieve its mission and objectives. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM currently implements an integrated biomedical/clinical systems curriculum with early clinical experience. The curricular structure of years 1 and 2 maximizes clinical and biomedical science correlation and coordination by putting instruction about normal structure and function, pathology, and clinical medicine in the same course. Each course focuses on a different physiological system. The integrated curriculum is carried out through comprehensive instructional methods and learning strategies indicated by specific learning objectives within each course. The curricular structure of years 3 and 4 provide educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management. Additionally, the course/clerkship objectives are designed to support the achievement of their goals that are derived from the OSU-COM’s mission, vision, and curricular objectives as the clerkships focus on preparing students to serve as primary care physicians throughout rural Oklahoma. Evidence of this linkage is present within our curriculum mapping structure which demonstrates the relationship between each learning objective and the OSU-COM’s mission, vision and curricular objectives. The curricular relationship demonstrated by our mapping structure is transparent to all faculty and students within LCMS+, our curriculum management system. This same process was followed for mapping instruction methods.

Documents: [OSU-COM Mission and Vision](#)
[College Catalog Page 5](#)
[Screenshot of Mission and Vision Statement from website](#)

Compliance Statement: This standard has been met.

Standard 6.5 The COM must stipulate specific educational objectives to be learned in its educational program.

Requirement “OSU-COM must clearly state and document its overall educational program objectives. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM currently implements an integrated biomedical/clinical systems curriculum with early clinical experience. The curricular structure maximizes clinical and biomedical science correlation and coordination by putting instruction about normal structure and function, pathology, and clinical medicine in the same course. Each course focuses on a different physiological system. The integrated curriculum is carried out through comprehensive

instructional methods and learning strategies indicated by specific learning objectives within each course/clerkships. The curricular structure of years 3 and 4 provide educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management. Additionally, the course/clerkship objectives are designed to support the achievement of course goals that are derived from the OSU-COM's curricular objectives, mission and vision. At the course level, each course syllabus indicates the relationship between each learning objective and the OSU-COM's curricular objectives. The curricular relationship demonstrated within each course syllabus is transparent to all faculty and students and are housed at the course level within LCMS+, our curriculum management system.

Documents: [Mission and Vision](#)
[OSU-COM Curricular Objectives](#)
[College Catalog Pages: 28-29](#)

Compliance Statement: This standard has been met.

Standard 6.6 The COM must define, publish, and implement educational outcomes, based on its own educational objectives that will prepare students for osteopathic graduate medical education.

Requirement "OSU-COM must define the educational objectives and outcomes that will prepare students for osteopathic graduate medical education. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)"

Discussion: OSU-COM currently implements an integrated biomedical/clinical systems curriculum with early clinical experience. The curricular structure maximizes clinical and biomedical science correlation and coordination by putting instruction about normal structure and function, pathology, and clinical medicine in the same course. Each course focuses on a different physiological system. The integrated curriculum is carried out through comprehensive instructional methods, learning strategies, and educational outcomes designed to support the achievement of course goals that are derived from OSU-COM's curricular objectives*, mission and vision and the AOA Core Competencies**.

Tables 1 and 2 indicate the relationship between assessment type, OSU-COM's curricular objectives and the AOA Core Competencies. Students who are successful on all of the assessments outlined in Tables 1 and 2 are considered prepared for graduate medical education.

Table 1: Years 1 and 2 Assessments

On Campus Assessments	Years 1 and 2		
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Course Assessments	Multiple - choice exams, lab exams, case studies, professional communications, team projects, and reflective writing.	1, 2	1, 2, 4, 7
	Small Group Activities - problem based learning sessions, laboratory exercises, team-based learning activities, oral presentations, etc.	1, 2, 3, 4	1, 2, 4
	Standardized Patient Encounters – Graded experiences with review by faculty; focus on interviewing basic physical exam skills, interpersonal skills, medical knowledge (basic and clinical sciences), professionalism, patient-centered care.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Human Patient Simulator Exercises – Graded experiences with review by faculty; focus on physical exam, medical knowledge (basic and clinical sciences), professionalism, and patient-centered care.	1, 2, 3, 4, 5	2, 3, 4, 5
	Practical Examinations - Hands on, one-on-one observation of general approach and verification of safety, efficacy, and accuracy of diagnostics and treatment.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Exams using standardized patients for focused encounters as well as comprehensive history and physical exam assessing specific competency skills.	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Osteopathic Experiences - Hands on diagnosis and treatment (including writing a SOAP note) of volunteer patients by students under direct supervision of OMM faculty and residents.	1, 2, 3, 4, 5, 10	1, 2, 3, 4, 5
COMSAE TrueLearn Combank Exam	COMLEX-USA - style self-evaluation instrument.	1, 2, 3, 4 Prior to COMLEX-USA Level 1	1, 2, 3, 6, 7
COMLEX-USA Level 1	Computerized one-day exam covering basic sciences and osteopathic principles in clinical contexts.	Before entry into Third year	1, 2, 3, 6, 7

Table 2: Years 3 and 4 Assessment

Clinical Rotation Assessments	Years 3 and 4		
Please refer to the online Clinical Rotations Student Manual for details			
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Clerkship Specific Assessments	End of Clerkship Examinations.	1-10	1, 2, 3, 6, 7
Clinical Evaluations	Completed by preceptors at the end of each clinical rotation. Covers clinical knowledge, skills, professionalism, and Osteopathic skills. All students must pass all rotations including: required and elective to graduate.	1-10	1, 2, 3, 4, 5, 6, 7
Case Presentation	Report based on a clinical case encounter. An evaluation of the Case Presentation is conducted by a Physician and the Regional Coordinator.	1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7
Case Logs (Skills Card)	Completed by students and approved by preceptors at the end of each of the following rotations: Community Clinic, Rural Clinic, Community Hospital, and Emergency Medicine.	1-10	1, 2
Phase II COMSAE Exam	Standardized exam from NBOME	1-10	1, 2, 3, 5, 6, 7
Additional Assessments	Book club, Personal Statement Workshop, Telehealth Workshop, & Video Lecture Evaluations	1-10	1, 2, 7
NBOME COMAT Exams	Standardized exam from NBOME taken by all students.	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - CE	One-day computerized exam.	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - PE	Standardized patient (CPX) exams.	1-10	1, 2, 3, 4, 5
Didactic Weeks	Didactic weeks include observed simulations.	1-10	1, 2, 3, 4, 5
Transition Week	Transition week helps prepare students for 3rd Year rotations. Activities include BLS, ACLS training as well as EPIC, Team Steps and HIPAA training. There is also a session on library services and a discussion on professionalism. Students are introduced to Course Coordinators and get a brief overview of the required rotations.	Week before Third year rotations start	1, 2, 3, 4, 5
CPX Exams	Using Standardized patients a CPX exam is given during OMM and FM clinical rotations. A mock PE is given prior to the NBOME Level 2 PE.	1-10	1, 2, 3, 4, 5
Observed SP encounters	Students practice advanced interviewing skills with a standardized patient on their behavioral health/psychiatry rotation. Instruction & peer feedback given.	1-10	1, 2, 3, 4, 5

*OSU-COM Curricular Objectives

1. Identify, critically analyze, and solve problems that consider issues across multiple contexts as osteopathic practitioners related to patient care.
2. Demonstrate knowledge of evidence-based practice in the treatment of patients and the application of relevant research.
3. Perform appropriate diagnostic and treatment skills that encompass the understanding and application of new scientific knowledge to patient care.
4. Effectively lead and communicate with peers and healthcare team members.
5. Demonstrate effective physician-patient interactions.

6. Initiate and sustain life-long learning in order to remain well-informed of relevant scientific evidence related to patient care and medical research.
7. Effectively provide premier quality of care driven by compassion, integrity, honesty, cultural awareness, and ethical principles.
8. Demonstrate the osteopathic philosophy in medical practice while upholding the Osteopathic Oath in professional conduct.
9. Apply medical knowledge and skills to provide exemplary patient care to underserved and rural Oklahoma communities.
10. Incorporate osteopathic manual manipulation as a diagnostic and treatment modality in patient care.

****AOA Core Competencies**

1. Osteopathic Philosophy and Osteopathic Manipulative Medicine
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

Documents: [OSU-COM Mission and Vision](#)

Compliance Statement: This standard has been met.

Standard 6.8 The COM must develop and publicize a system, in keeping with the COM's mission and objectives, to assess the progress of each student toward acquiring the competencies essential to effective performance as an osteopathic physician.

Requirement "OSU-COM must complete work on its new curriculum related to aligning the core competencies to curriculum objectives, activities, and then align core competencies to assessment questions or activities as stated in its proposed plan. Documentation that this has been completed and how it was completed must be submitted to the COCA by July 1, 2016. (2015)"

Discussion: OSU-COM currently implements an integrated biomedical/clinical systems curriculum with early clinical experience. The curricular structure maximizes clinical and biomedical science correlation and coordination by putting instruction about normal structure and function, pathology, and clinical medicine in the same course. Each course focuses on a different physiological system. The integrated curriculum is carried out through comprehensive instructional methods and learning strategies indicated by specific learning objectives within each course. Additionally, the course objectives are designed to support the achievement of course goals that are derived from the AOA Core Competencies, and OSU-COM's curricular objectives, mission and vision. Evidence of this linkage is present within our curriculum mapping structure which demonstrates the relationship between each learning objective and the AOA Core Competencies and OSU-COM's curricular objectives. The curricular relationship demonstrated by our mapping structure is transparent to all faculty and students within LCMS+, our curriculum management system. OSU-COM has aligned each assessment item with the AOA Core

Competencies and learning objectives. Evidence of the progress of this linkage is available within ExamSoft, our computer-based assessment software program.

- Documents:** [College Catalog Pages: 6, 28-30](#)
[Student Handbook Page: 8](#)
[Screenshot of OSU Website \(Mission and Vision\)](#)
[Student assessment process, policies and procedures](#)

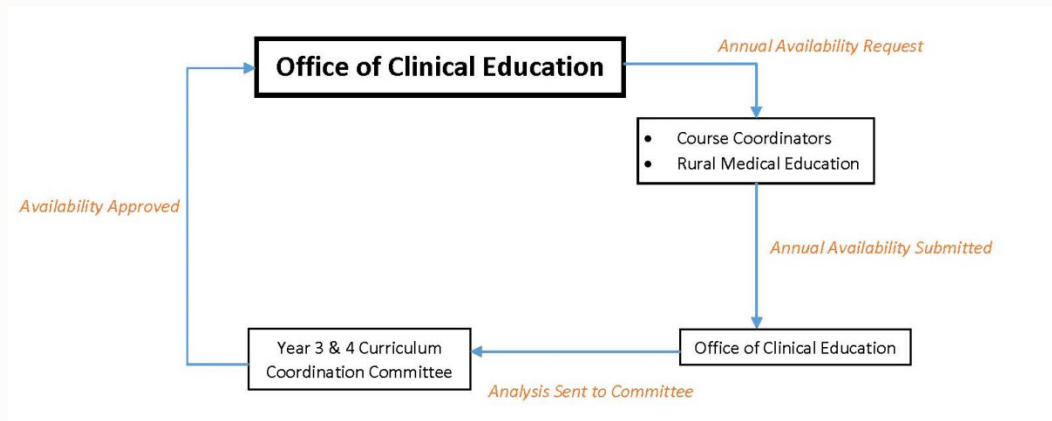
Compliance Statement: This standard has been met.

Standard 6.9.3 The COM must conduct an annual assessment of the numbers of students and areas of instruction that are to take place at each of its affiliated clinical education sites.

Requirement “OSU-COM must develop and implement an annual assessment plan to review its clinical sites and demonstrate utilization of this plan. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The Office of Clinical Education conducts two annual assessments of student volume at all affiliated clinical education sites for required rotations. The annual assessment of student volume occurs through the formal process of collecting, reviewing, and approving affiliated clinical education site availability and the required annual site visit.

The first assessment evaluates the rotation availability at affiliated teaching sites. The Director for Clinical Education establishes the deadline to collect availability from our affiliated clinical education sites for the clinical course coordinators. Coordinators contact the affiliated clinical education sites for their rotation availability and timing. The following feedback loop describes this process:



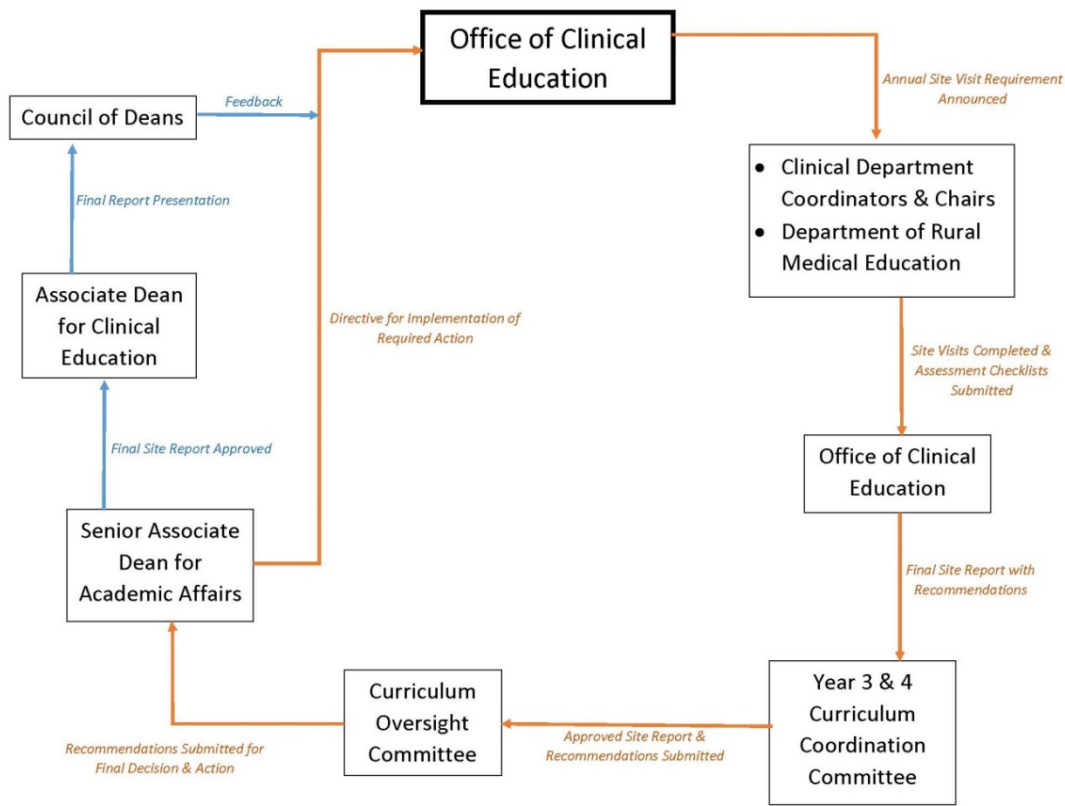
The second assessment ensures that the resources and capabilities at each of our affiliated sites are adequate to deliver the Clerkship Program curriculum. The Office of Clinical Education requires course coordinators, and/or other OSU-COM representatives, to complete an annual visit for each affiliated teaching site representing: Rural, Core, and Required Clerkship sites.

Prior to each visit, course coordinators and the Office of Clinical Education prepare a site-specific summary report. This summary report includes, but is not limited to COMAT and departmental exam performance, student responses on the evaluations of the rotation, and student-submitted comments. The summary report includes a comparison of the site-specific COMAT performance with that of the entire class.

For each affiliated teaching site visit, the course coordinators and/or other OSU-COM representatives complete a site visit assessment checklist. The Office of Clinical Education reviews the checklists submitted for each site and creates a final report that is distributed to the Year 3 & 4 Curriculum Coordination Committee. This Committee reviews the final reports and votes on all recommendations. This recommendation is submitted to the Curriculum Oversight Committee for approval. After approval it is submitted to the Senior Associate Dean for Academic Affairs for review and approval.

Approval and recommendations from this process are conveyed to the sites by the Office of Clinical Education. It is provided to individual sites in the form of a formal report. The Associate Dean for Clinical Education submits reports to the Council of Deans to ensure alignment with mission and strategic plans.

This process is represented in the following feedback loop:



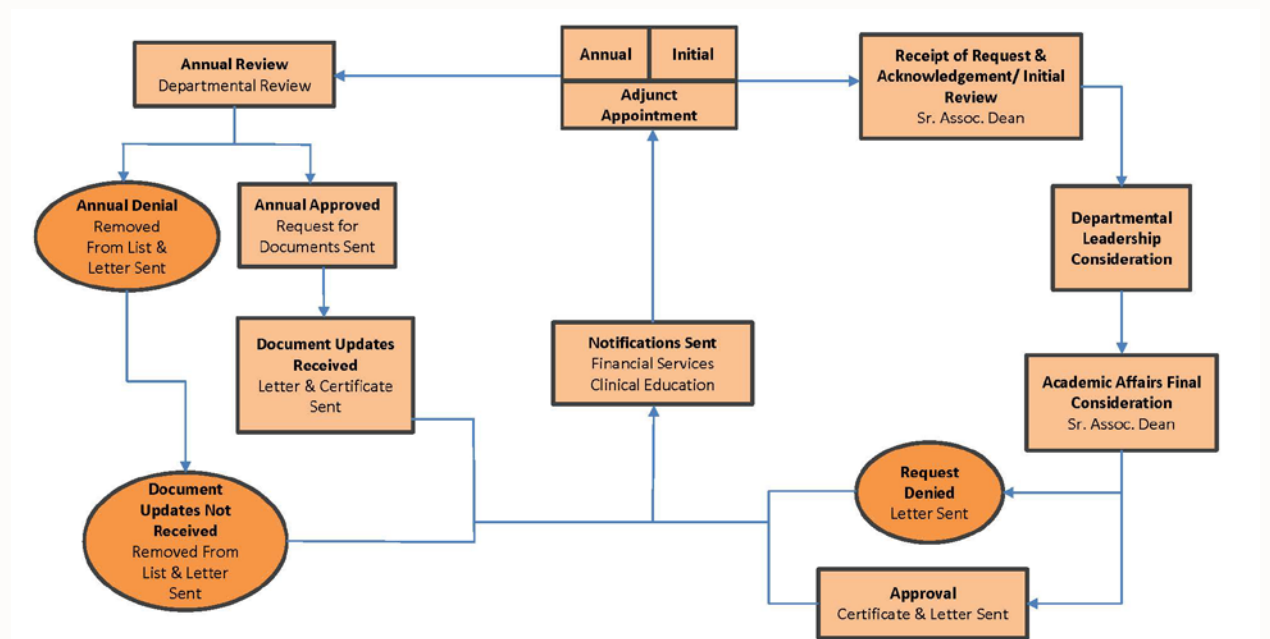
Documents: [Policy & Procedure for Clinical Training Site Assessment](#)
[Policy & Procedure for Clerkship Program Availability](#)

Compliance Statement: This standard has been met.

Standard 6.11 All instruction at the affiliated or educational sites must be conducted under the supervision of COM academically credentialed or approved faculty.

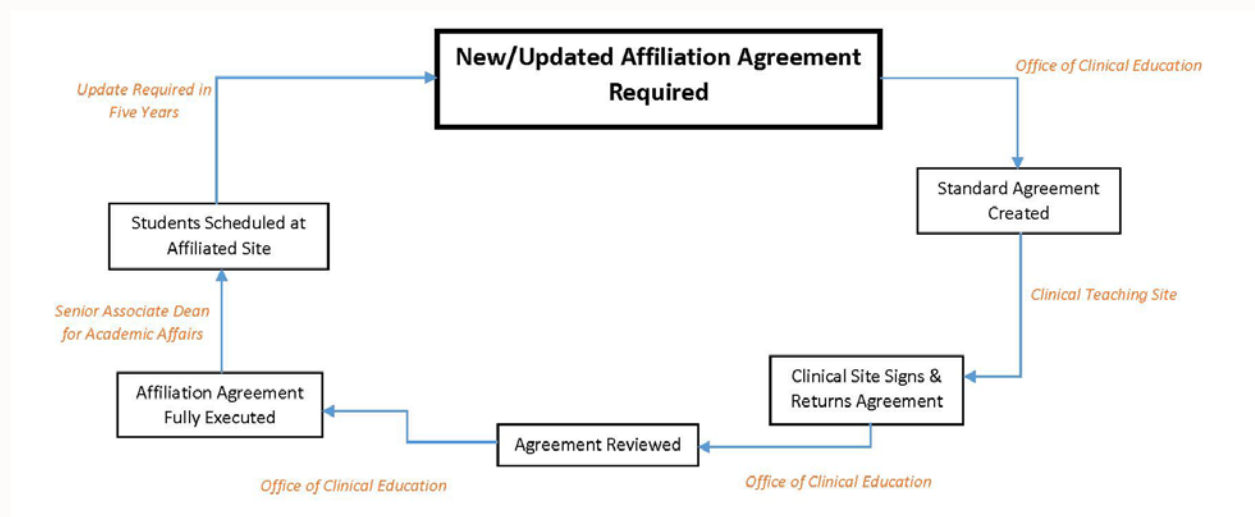
Requirement “OSU-COM must obtain and approve the credentials of all COM faculty at its affiliated teaching sites. Affiliation Agreements must be executed and reviewed on a regular basis via a clear process with supporting documents such as licensure, liability, and board certification updated on a regular basis. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The appointment of adjunct faculty at affiliated teaching sites is managed by the Senior Associate Dean for Academic Affairs. Interested and qualified individuals formally request an appointment as adjunct faculty to the Senior Associate Dean for Academic Affairs. In order to be considered, candidates seeking adjunct faculty status must then submit a current curriculum vitae and verification of board certification, along with a declaration statement concerning their intent to teach students at an affiliated clinical site. The Senior Associate Dean for Academic Affairs then forwards all of the above documentation to the relevant clinical department chair for review and initiation. The clinical department chair is responsible for determining qualifications, and submitting a formal letter of recommendation for the most deserving candidates. The Senior Associate Dean for Academic Affairs notifies the candidate that their request for adjunct faculty status has been approved and provides information regarding the requirement to submit an updated CV each year.



The Senior Associate Dean for Academic Affairs notifies the Office of Clinical Education following each adjunct faculty appointment at affiliated teaching sites. The Office of Clinical Education reviews the newly appointed adjunct faculty documentation and determines the affiliation agreement status. For newly appointed adjunct faculty that will be teaching students at a teaching site with a current affiliation agreement, the Office of Clinical Education places a copy of the agreement in the personnel folder of the new adjunct faculty member. If the new adjunct faculty member will be teaching students at a site that does not have a current affiliation agreement, the Office of Clinical Education begins the process of getting an agreement in place immediately. Students are not scheduled at any site prior to the full execution of an affiliation agreement for required rotations.

The structure and design of the OSU-COM affiliation agreement template requires mandatory renewals at least every five years. The expiration date for all agreements is July 1st of each year. The Office of Clinical Education tracks all affiliation agreements. Through annual audits, the Office of Clinical Education constructs a complete list of all agreements for affiliated teaching sites that are scheduled to expire, updates all information required on the template, and distributes a new agreement for review and execution at least 90 days prior to July 1st. Newly executed agreements are then placed in all corresponding adjunct faculty personnel folders. In the event that we are unable to execute a new agreement before the expiration date, the Office of Clinical Education notifies the clinical department chairs and course coordinators, and begins the process of relocating all students scheduled for rotation.



- Documents:**
- [Policy & Procedure for Clinical Affiliation Agreements](#)
 - [Policy & Procedure for Tracking Affiliation Agreements](#)
 - [Policy & Procedure for Clinical Training Site](#)
 - [Assessment Affiliation Agreement Template](#)
 - [Adjunct Faculty Memo A and B – From Dr. Pettit](#)
 - [Policy and Procedure for Clinical Adjunct Faculty](#)

Compliance Statement: This standard has been met.

Standard 6.13 The COM must develop and implement an assessment process that reviews student achievement in the clinical education program at its affiliated or educational sites to ensure that these programs meet the COM’s mission and objectives.

Requirement “OSU-COM must develop and implement an annual assessment plan to review its clinical sites and demonstrate utilization of this plan. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

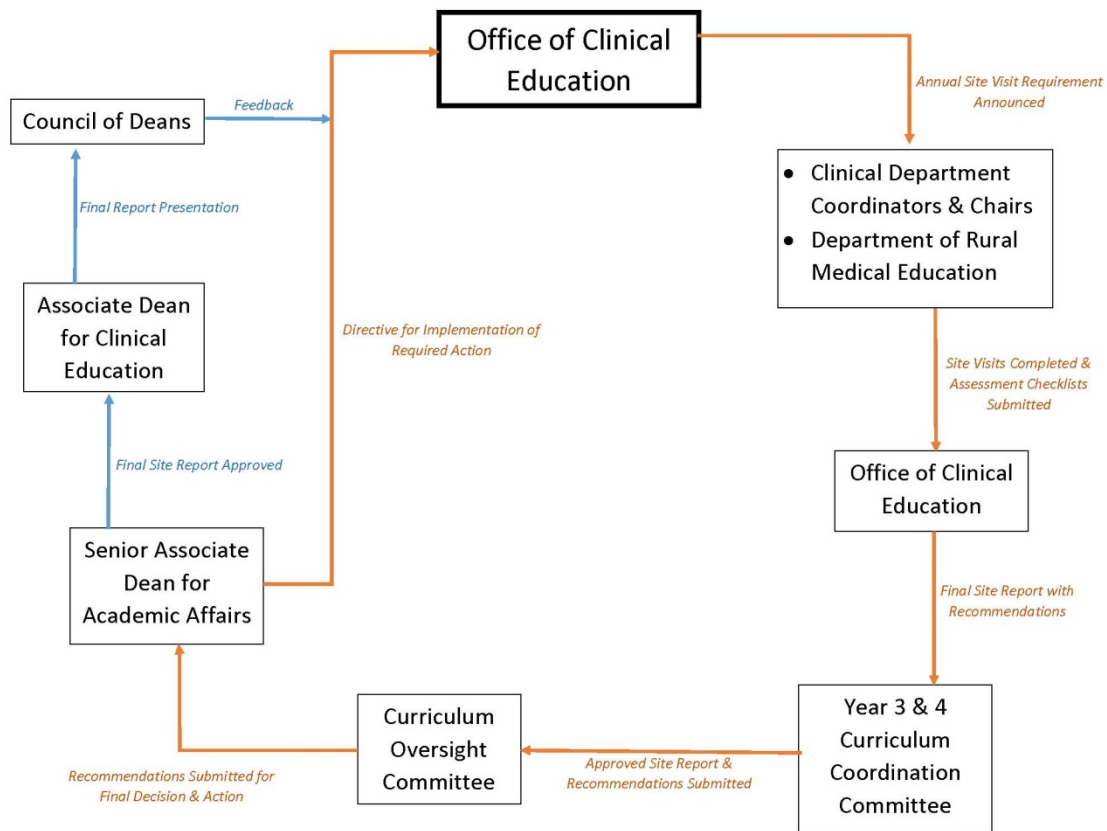
Discussion: The structure, design, and delivery of the OSU-COM Clerkship Program is driven by our mission to serve rural Oklahoma. The successful delivery of the OSU-COM Clerkship Program curriculum relies heavily on the resources and capabilities at our affiliated teaching sites. In order to ensure that the resources and capabilities at each of our affiliated sites are adequate to deliver the Clerkship Program curriculum, the Office of Clinical Education requires course coordinators, and/or other OSU-COM representatives, to complete an annual visit for each affiliated teaching site representing: Rural, Core, and Required Clerkship sites.

Prior to each visit, course coordinators and the Office of Clinical Education prepare a site-specific summary report. This summary report includes, but is not limited to COMAT and departmental exam performance, student responses on the evaluations of the rotation, and student-submitted comments. The summary report includes a comparison of the site-specific COMAT performance with that of the entire class.

For each affiliated teaching site visit, the course coordinators and/or other OSU-COM representatives complete a site visit assessment checklist. The Office of Clinical Education reviews the checklists submitted for each site and creates a final report that is distributed to the Year 3 & 4 Curriculum Coordination Committee. This Committee reviews the final reports and votes on all recommendations. This recommendation is submitted to the Curriculum Oversight Committee for approval. After approval it is submitted to the Senior Associate Dean for Academic Affairs for review and approval.

Approval and recommendations from this process are conveyed to the sites by the Office of Clinical Education. It is provided to individual sites in the form of a formal report. The Associate Dean for Clinical Education submits reports to the Council of Deans to ensure alignment with mission and strategic plans.

This process is represented in the following feedback loop:



- Documents:**
- [Policy & Procedure for Clinical Training Site Assessment](#)
 - [Site Visit Policies & Procedures](#)
 - [Site Assessment Checklist Form](#)
 - [Site Visit Report & Recommendation Form](#)
 - [Site Visit Schedule](#)
 - [3-4 Coordinator Job Description](#)

Compliance Statement: This standard has been met.

Standard Seven: Research and Scholarly Activities

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Seven and OSU-COM's research and scholarly activities.

B. Current State of Research and Scholarly Activities at OSU-COM

The site visit team identified two requirements to be addressed in Standard Seven. The narrative of the Site Visit Report for Standard Seven was:

“OSU-COM supports biomedical, clinical investigation and experimentation aimed at discovery and interpretation of facts as well as the clinical application of new knowledge. The COM believes that an important function of a contemporary health science center is a vigorous and innovative research program. The Office of Research provides services to facilitate the development and advancement of faculty in their pursuit of research/scholarly activity. During the past few years, the Office has promoted and provided faculty research development workshops on grant writing, navigating the IRB system, and information/technology transfer. The Self-Study reports that the COM will continue to position itself to develop research policies that incorporate strengths in the training of physicians to serve rural and/or under- represented areas of Oklahoma. There were two Requirements written for *Standard Seven: Research and Scholarly Activities*.”

OSU-COM's two requirements in Standard Seven are for standards 7.1 and 7.2. The next section details the narrative and background documentation for how OSU-COM has met the standards at this time.

C. Compliance with AOA Standards

Standard 7.1 The COM must make contributions to the advancement of knowledge and the development of osteopathic medicine through scientific research. This effort may include, but may not be limited to, the conduct of and resulting publication in peer-reviewed journals of “bench” research, clinical trials, patient care research, medical educational research, and health services research. The faculty adequacy model must demonstrate adequate faculty time for research efforts.

Requirement “The OSU-COM faculty adequacy model must include time for research and demonstrate that there is adequate time for faculty to conduct research. Documentation of this must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: The OSU-COM has reviewed and updated the faculty adequacy model that has been used. The model is generally accepted and was used in the substantive change documents provided to COCA for curriculum change that was adjudicated in September 2015. This model is detailed in the link “Faculty Adequacy Model” linked below. Specifically, step six of this process details the adequacy of research capacity at OSU-COM.

The most relevant piece of the faculty adequacy model for the current standard is Table which shows the adequacy of research capacity. This table shows biomedical faculty has 17,550 hours/year dedicated to research and clinical faculty have 5,850 hours/year dedicated to research. The data for research FTE was obtained from annual department chair evaluations of faculty.

OSU-COM is actively engaged in research in multiple areas including Osteopathic Medicine. Two studies are currently ongoing that involve faculty, clinicians and students. The first study examines Zinc’s compensatory patterns and the second study is a randomized, controlled trial of three groups (standard care, sham treatment and OMM).

Table 1: Adequacy of research capacity

Faculty	Number	x	Full time Load (Hours)†	x	%FTE	=	Research Capacity (Hours)
Biomedical	25	x	1,800	x	.39	=	17,550
Clinical*	25	x	1,800	x	.13	=	5,850
Total							23,400

Outcomes from work productivity support the OSU-COM’s commitment to research as show below:

- Approximately 31 faculty members are actively engaged in research
- The OSU-COM Office of Research manages research grant and contract funds from various sources (local, state and federal)
- Currently, six faculty members have OSU Office of Provost Interdisciplinary Research grants and or internal research funding
- Web of Science H-index: 46% of faculty published articles and manuscripts between 2007 and 2014

Documents: [OSU-COM Mission and Vision](#)
[OSU-COM Research Strategic Plan](#)
[Faculty Adequacy Document](#)
[Budget for Faculty \(OSU-COM\)](#)

Compliance Statement: This standard has been met.

Standard 7.2 The COM must show its commitment to research by having a strategic plan for research support, development and productivity linked to faculty adequacy, facilities, outcome goals and budget.

Requirement “OSU-COM must create a strategic plan for research support, development, and productivity which is linked to faculty adequacy, facilities, outcome goals, and budget. Documentation of the plan must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM has a strategic plan for research, comprehensive faculty adequacy model, adequate budget, qualified faculty and facilities that prove a commitment to research and discovery. The strategic plan is supported by the faculty adequacy model, budget, faculty and facilities which are followed by the Council of Deans to ensure alignment with mission of OSU-COM.

Outcomes from work productivity support the OSU-COM’s commitment to research as show below:

- Approximately 31 faculty members are actively engaged in research
- The OSU-COM Office of Research manages research grant and contract funds from various sources (local, state and federal)
- Currently, six faculty members have OSU Office of Provost Interdisciplinary Research grants and or internal research funding
- Web of Science H-index: 46% of faculty published articles and manuscripts between 2007 and 2014

Evidence for the OSU-COM’s commitment to research is evident in our budget for research. In FY 2015, \$2,596,000 was committed to research by the institution. The FY 2016 budget allocates \$3,148,000.

Documents: [OSU-COM Mission and Vision](#)
[OSU-COM Research Strategic Plan](#)
[Faculty Adequacy Document](#)
[Budget for Faculty \(OSU-COM\)](#)
[Budget for Research](#)

Compliance Statement: This standard has been met.

Standard Eight: GME Outcomes

A. Overview and Methodology of the Self-Study

The primary purpose of this chapter is to address the requirements found during the comprehensive site visit of the AOA Commission on Osteopathic College Accreditation (COCA) surrounding Standard Eight and OSU-COM's GME Outcomes.

B. Current State of GME Outcomes at OSU-COM

The site visit team identified one requirement to be addressed in Standard Eight. The narrative of the Site Visit Report for Standard Eight was:

“OSU-COM is affiliated with the Osteopathic Medical Education Consortium of Oklahoma, Inc. (OMEKO). The COM actively participates in the development of osteopathic graduate medical education and contributes significantly to OMEKO in the form of space, equipment, and salary support. The COM also provides library and learning resources for residency program faculty and trainees. OSU-COM has been successful in GME placements of its graduates and graduates entering Primary Care and practicing in small rural communities. There was one Requirement and one Commendation written for Standard Eight: *GME Outcomes.*”

OSU-COM's requirement in Standard Eight was standard 8.5. The next section details the narrative and background documentation for how OSU-COM has met this standard at this time.

C. Compliance with AOA Standards

Standard 8.5 The COM must annually report publicly, beginning with the 2013-2014 academic year, from the previous four academic years, the following data (a. and b. below) on its website, in its catalog, and in all COM promotional publications that provide information about the COM's education for prospective students. The COM may use a reference to this data as to where it can be found on the COM's website.

Requirement “OSU-COM must provide a reference and link to its COMLEX-USA first-time test takers' pass rate data which is posted on the COM web pages or include the information in its entirety in the OSU Center for Health Sciences' Catalog, Viewbook, and any other promotional materials. Documentation that either the link or the data has been added to these promotional materials must be submitted to the COCA by July 1, 2016. (2015)”

Discussion: OSU-COM Office of Student Affairs historically tracks the percentages of students participating in the AOA, the NRMP and the Military Match. Match data collected annually includes but is not limited to the number of eligible students, final placement, unmatched students as well as specialty and

residency choices of all graduates. This information is reported on OSU-COM's website and links are provided on its promotional materials.

OSU-COM tracks the COMLEX-USA first time test takers pass rate which is published on the OSU-COM website and College Catalog. Reference to this data is also found in the Viewbook and other promotional materials.

Documents: [OSU-COM Website screenshot](#)
[College Catalog Page 41](#)
[Viewbook Page 21](#)

Compliance Statement: This standard has been met.

[CLICK HERE TO RETURN TO TABLE OF CONTENTS](#)



II. Mission, Vision, and Goals of Oklahoma State University Center for Health Sciences

Mission:

Oklahoma State University Center for Health Sciences educates and trains osteopathic physicians, research scientists and other healthcare professionals with emphasis on serving rural and underserved Oklahoma.

Vision:

Oklahoma State University Center for Health Sciences will be recognized for:

- Fulfilling the health care needs of rural and underserved Oklahoma
- Producing graduates who are dedicated, effective, and compassionate community leaders
- Advancing the frontier of medical research
- Providing excellent care and health-related community service
- Being a leader and innovator in education
- Being the medical and graduate school of choice

Goals and Objectives:

The Oklahoma State University Center for Health Sciences will pursue goals in the areas of education, research, and service.

Education

- Use best practices in graduate and medical education to provide state-of-art learning
- Be leaders, innovators and scholars in graduate and medical education
- Increase the number of graduate programs serving Oklahoma
- Develop new strategies for inter-disciplinary and inter-professional training

Research/Scholarship

- Actively pursue basic, clinical and education research
- Provide new career opportunities for graduates in graduate and professional programs
- Develop new strategies of health care delivery with an emphasis in rural and underserved Oklahoma
- Participate in and enable scholarly activity to advance knowledge of health care, osteopathic medicine and in the sciences and technologies that will shape medicine, science, and education.

Service

- Improve the health and well-being of rural and underserved populations
- Conduct innovative and collaborative research and integrate this knowledge into the health care.

III. Campus & Facilities

Located on the west bank of the Arkansas River, minutes from downtown Tulsa, the main OSU Center for Health Sciences campus is housed in a modern, eight-building complex on 16 acres. The complex consists of classrooms, biomedical and clinical science teaching and research laboratories, clinical simulation labs, offices, lecture halls, break-out rooms, a medical bookstore and a medical library. The Tulsa Police Department forensic laboratory is also located on the campus in conjunction with the Forensic Sciences graduate program, one of only two facilities like it in the nation. Six OSU Physician clinics are located within 1 mile of the main campus serving as both teaching clinics for students and a health resource for the community. Interstate Highway 244 borders the campus and provides convenient access to the College. The Phoenix Building across from the main campus houses the Oklahoma Rural Health Policy and Research Center.

Campus Security Policy

In an effort to create a safe environment for working and learning, employees, students, vendors and visitors are asked to wear an official OSU photo identification card while on campus and at other campus-affiliated buildings and clinics. The photo ID should be clearly visible at all times and must be presented upon request of management personnel or other public safety officials. The photo ID issued by OSU-CHS Campus Security is the official OSU-CHS ID. Only the individual to whom the ID is issued is authorized to wear or possess his/her ID. Employees and students who loan their ID or attempt to use another's ID will be disciplined accordingly. It is the responsibility of the employee/student to replace his/her ID should it become lost or damaged. The ID is the property of the OSU-CHS and must be relinquished upon termination from employment or student dismissal.

students in the RMT hone their leadership skills through membership in the Student Osteopathic Rural Medical Club (StORM). The club also provides students with service opportunities and an advocacy platform.

Career Development Program

The Career Development Program offers resources and tools to help students with the career planning process. The Career Development Specialist assists students with the processes of specialty selection and preparing for residency, in the following ways:

- Providing information about residency programs.
- Providing personal and career assessments.
- Providing instruction on using the Careers in Medicine program..
- Locating specialty information.
- Assisting with the preparation of documents required for residency application, such as a curriculum vitae, personal statements, medical student performance evaluation.
- Helping students navigate the ERAS system and the osteopathic and allopathic match processes.

Standardized Patient Program The standardized patient experiences currently occur as part of the Primary Care Clinic Rotation and the Osteopathic Manipulative Medicine Rotation during a student's third year of medical school. There are currently three standardized patient encounters during the Primary Care Clinic Rotation. Two encounters are behavioral health-related cases in which the student gets experience dealing with delivering bad news and conducting brief psychiatric screenings. The third encounter is a test called the Clinical Practical Exam. The Clinical Practical Exam is designed to imitate the structure of NBOME's Level 2 PE. Students have timed encounters with standardized patients who have been trained to act out a given scenario. Each encounter is 14 minutes long and during this time the student is expected to take a brief but focused history and conduct a focused physical exam. The students will then have 9 minutes to write a SOAP note (Subjective findings, Objective findings, Assessment and Plan). The students rotate through multiple stations performing the same sequence of events four times. The encounters are recorded and reviewed by faculty members who score the encounters as well as the SOAP note. The students then meet with faculty to get detailed feedback about their performance. An additional Clinical Practical Exam is taken during the Osteopathic Manipulative Medicine Rotation. Students are also required to participate in a mock COMLEX-USA level 2 PE prior to taking the actual NBOME exam. Students must pass this activity before taking the national exam. The Office of Clinical Education is in the process of incorporating additional standardized patient encounters into the medical school curriculum.

P. OSU-College of Osteopathic Medicine Curriculum

Goals for the Oklahoma State University College of Osteopathic Medicine Curriculum

1. Professional, trustworthy osteopathic practitioners using patient centered approach to analyze clinical problems, informed by current literature and to consider issues across the biological- psychological- social continuum.
2. Lifelong learners.
3. Reflective practitioners with the habit of assessing the impact of the medical practice on the lives of patients and vitality of the community.
4. Civic leaders.
5. Compassionate, committed, and caring physicians who embrace the osteopathic philosophy.

Objectives of Oklahoma State University College of Osteopathic Medicine Curriculum

1. Identify, critically analyze and solve problems that consider issues across multiple contexts as osteopathic practitioners related to patient care.
2. Demonstrate knowledge of evidence-based practice in the treatment of patients and the application of relevant research.
3. Perform appropriate diagnostic and treatment skills that encompass the understanding and application of new scientific knowledge of patient care.
4. Effectively lead and communicate with peers and healthcare team members.
5. Demonstrate effective physician-patient interactions.
6. Initiate and sustain life-long learning in order to remain well-informed of relevant scientific evidence related to patient care and medical research.
7. Effectively provide premier quality of care driven by compassion, integrity, honesty, cultural awareness,

- and ethical principles.
8. Demonstrate the osteopathic philosophy in medical practice while upholding the Osteopathic Oath in professional conduct.
 9. Apply medical knowledge and skills to provide exemplary patient care to underserved and rural Oklahoma communities.
 10. Incorporate osteopathic manual manipulation as a diagnostic and treatment modality in patient care.

AOA Core Competencies**

1. Osteopathic Philosophy and Osteopathic Manipulative Medicine
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

Tables 1 and 2 indicate the relationship between assessment type, OSU-COM's curricular objectives and the AOA Core Competencies. Students who are successful on all of the assessments outlined in Tables 1 and 2 are considered prepared for graduate medical education.

Table 12: Years 1 and 2 Assessment

On Campus Assessments	Years 1 and 2		
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Course Assessments	Multiple - choice exams, lab exams, case studies, professional communications, team projects, and reflective writing	1, 2	1, 2, 4, 7
	Small Group Activities - problem based learning sessions, laboratory exercises, team-based learning activities, oral presentations, etc.	1, 2, 3, 4	1, 2, 4
	Standardized Patient Encounters - Graded experiences with review by faculty; focus on interviewing basic physical exam skills, interpersonal skills, medical knowledge (basic and clinical sciences), professionalism, patient - centered care	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Human Patient Simulator Exercises - Graded experiences with review by faculty; focus on physical exam, medical knowledge (basic and clinical sciences), professionalism, and patient- centered care	1, 2, 3, 4, 5	2, 3, 4, 5
	Practical Examinations - Hands on, one-on-one observation of general approach and verification of safety, efficacy, and accuracy of diagnostics and treatment	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Exams using standardized patients for focused encounters as well as comprehensive history and physical exam assessing specific competency skills	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Osteopathic Experiences - Hands on diagnosis and treatment (including writing a SOAP note) of volunteer patients by students under direct supervision of OMM faculty and residents	1, 2, 3, 4, 5, 10	1, 2, 3, 4, 5
COMSAE TrueLearn Combank Exam	COMLEX USA styled self-evaluation instrument	1, 2, 3, 4 Prior to COMLEX-USA Level 1	1, 2, 3, 6, 7
COMLEX-USA Level 1	Computerized one-day exam covering basic sciences and osteopathic principles in clinical contexts	Before entry into Third year	1, 2, 3, 6, 7

Table 2: Years 3 and 4 Assessment

Clinical Rotation Assessments		Years 3 and 4	
Please refer to the online Clinical Rotations Student Manual for details			
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Clerkship Specific Assessments	End of Clerkship Examinations	1-10	1, 2, 3, 6, 7
Clinical Evaluations	Completed by preceptors at the end of each clinical rotation. Covers clinical knowledge, skills, professionalism, and Osteopathic skills. All students must pass all rotations including: required and elective to graduate.	1-10	1, 2, 3, 4, 5, 6, 7
Case Presentation	Report based on a clinical case encounter. An evaluation of the Case Presentation is conducted by a Physician and the Regional Coordinator.	1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7
Case Logs (Skills Card)	Completed by students and approved by preceptors at the end of each of the following rotations: Community Clinic, Rural Clinic, Community Hospital, and Emergency Medicine.	1-10	1, 2
Phase II COMSAE Exam	Standardized exam from NBOME	1-10	1, 2, 3, 5, 6, 7
Additional Assessments	Book club, Personal Statement Workshop, Telehealth Workshop, & Video Lecture Evaluations	1-10	1, 2, 7
NBOME COMAT Exams	Standardized exam from NBOME taken by all stud	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - CE	One-day computerized exam	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - PE	Standardized patient (CPX) exams	1-10	1, 2, 3, 4, 5
Didactic Weeks	Didactic weeks include observed simulations	1-10	1, 2, 3, 4, 5
Transition Week	Transition week helps prepare students for 3rd Year rotations. Activities include BLS, ACLS training as well as EPIC, Team Steps and HIPAA training. There is also a session on library services and a discussion on professionalism. Students are introduced to Course Coordinators and get a brief overview of the required rotations.	Week before Third year rotations start	1, 2, 3, 4, 5
CPX Exams	Using Standardized Patients a CPX exam is given during OMM and FM clinical rotations. A Mock PE is given prior to the NBOME Level 2 PE.	1-10	1, 2, 3, 4, 5
Observed SP encounters	Students practice advanced interviewing skills with a standardized patient on their behavioral health/psychiatry rotation. Instruction & peer feedback given.	1-10	1, 2, 3, 4, 5

Introduction

Welcome to the Oklahoma State University College of Osteopathic Medicine! This is an exciting time, as new students arrive on campus to begin their medical school studies at the College or as upper-level students return to continue their medical training. As part of this significant moment, we want to welcome you to the Oklahoma State University College of Osteopathic Medicine (OSU-COM).

General Educational Goals

The primary educational goal at OSU-COM is to educate qualified students to become osteopathic physicians, imbued with the philosophical principles and palpatory and manipulative skills of osteopathic medicine. It is the stated mission of the College to educate osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

The synopsis of the curriculum and description of courses can be found in the College Catalog at <http://www.healthsciences.okstate.edu/com/catalog.php>. As you pursue your training here, we encourage you to take advantage of the resources on campus, many of which are described in this Handbook, to help you reach your goals.

Purpose of Student Handbook

The Student Handbook is published to familiarize students with pertinent policies and procedures, campus resources, and student organizations. As student-related policies and procedures change, we will attempt to notify the student body.

For information on academic policies, please refer to the 2016-2017 Academic Standards Handbook at <http://www.healthsciences.okstate.edu/com/academics/standards.php>, as well as the policies section found at <http://www.healthsciences.okstate.edu/com/academics/policies.php>, where various policies can be found. It is the expectation that all students will review the Academic Standards Handbook and Student Handbook as part of their matriculation at OSU-CHS.

Administration, faculty, and staff of the OSU-College of Osteopathic Medicine adhere to the American Osteopathic Association's Code of Ethics, adopted by the College in 2008. As student members of the osteopathic profession, OSU-COM students are expected to comply with the AOA Code of Ethics, which can be found at <http://www.healthsciences.okstate.edu/com/codeofethics.php>.

If students have questions, please contact the Director of Student Affairs or the Associate Dean for Enrollment Management in the Office of Student Affairs.

Provisions in this handbook will guide the operation of the Office of Student Affairs during the 2016-2017 academic year and apply to all students. The College is not responsible for any misrepresentation of its requirements or provisions resulting from editorial or printing errors in the preparation of this handbook or from official changes in College policy approved after the printing of this handbook.



- About OSU Center for Health Sciences
- Mission and Vision**
- Accreditation
- Office of the President
- OSU-CHS Leadership
- OSU/A&M Board of Regents
- Campus Map and Directions
- General Contacts
- News
- About Tulsa, Oklahoma
- Non-Discrimination Statement
- OSU Diversity Statement
- Quicklinks

Mission and Vision

OSU Center for Health Sciences Mission

Oklahoma State University Center for Health Sciences educates and trains osteopathic physicians, research scientists and other healthcare professionals with emphasis on serving rural and underserved Oklahoma.

OSU Center for Health Sciences Vision

Oklahoma State University Center for Health Sciences will be recognized for:

- Fulfilling the health care needs rural and underserved Oklahoma
- Producing graduates who are dedicated, effective, and compassionate community leaders
- Advancing the frontier of medical research
- Providing excellent care and health-related community service
- Being a leader and innovator in education
- Being the medical and graduate school of choice

OSU College of Osteopathic Medicine Mission

Oklahoma State University College of Osteopathic Medicine educates osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

OSU College of Osteopathic Medicine Vision

Oklahoma State University College of Osteopathic Medicine will be recognized for:

- Fulfilling the health care needs of rural and underserved Oklahoma
- Producing graduates who are dedicated, effective, and compassionate community leaders
- Providing excellent care and health-related community service
- Being a leader and innovator in education
- Being the medical school of choice

Goals of Oklahoma State University College of Osteopathic Medicine Curriculum

- Professional, trustworthy osteopathic practitioners using patient centered approach to analyze clinical problems, informed by current literature and to consider issues across the biological – psychological – social continuum.
- Lifelong learners.
- Reflective practitioners with the habit of assessing the impact of the medical practice on the lives of patients and vitality of the community.
- CMO leaders.
- Compassionate, committed, and caring physicians who embrace the osteopathic philosophy.

Objectives of Oklahoma State University College of Osteopathic Medicine Curriculum

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5. Demonstrate effective physician-patient interactions.
6. Initiate and sustain life-long learning in order to remain well-informed of relevant scientific evidence related to patient care and medical research.
7. Effectively provide premier quality of care driven by compassion, integrity, honesty, cultural awareness, and ethical principles.
8. Demonstrate the osteopathic philosophy in medical practice while upholding the Osteopathic Oath in professional conduct.
9. Apply medical knowledge and skills to provide exemplary patient care to underserved and rural Oklahoma communities
10. Incorporate osteopathic manual manipulation as a diagnostic and treatment modality in patient care.

**Oklahoma State University College of Osteopathic Medicine
Office of Admissions
Foreign Transcripts/Coursework Policy**

The COM will only accept credit for foreign coursework that has been evaluated by a U.S. evaluation service, when that evaluation report indicates that the coursework was similar to coursework taken at an institution that is comparable to a regionally accredited college or university in the U.S. As such, any coursework taken at a foreign institution must undergo evaluation for U.S. equivalence by one of the evaluation services accepted by AACOMAS (refer to AACOM website/AACOMAS application for a current listing). Applicants should request that an official copy of the evaluation report be sent directly to AACOMAS from the evaluation service. OSU-College of Osteopathic Medicine will not accept student copies of an evaluation or transfer credit that appears on a U.S. transcript. Applications will not be considered complete without an official course-by-course evaluation. Foreign evaluation services listed by AACOMAS as of March 1, 2016 are as follows:

World Education Services (WES)
P.O. Box 5087
New York, NY 10274-5087
Telephone: 212.966.6311
www.wes.org


Educational Credential Evaluators, Inc. (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: 414.289.3400
www.ece.org

Josef Silny & Associates, Inc.
7101 SW 102 Avenue
Miami, FL 33173
Telephone: 305.273.1616
www.jsilny.com

International Education Research Foundation, Inc. (IERF)
P.O. Box 3665
Culver City, CA 90231-3665
Telephone: 310.258.9451
www.ierf.org

AACRAO International Educational Services
One Dupont Circle, NW
Suite 520
Washington, DC 20036
Telephone: 202.296-3359
<http://ies.aacrao.org/>

Prior to matriculation, accepted students will be required to submit a copy of the evaluation report to the Admissions Office for the student's file. The Admissions Office will review the file to ensure that the required process has been completed.


Director of Admissions

5/26/2016
Date


Associate Dean for Enrollment Management

5-26-16
Date



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[What's it like to be an OSU medical student?](#)

[Degrees Offered](#)

[Admissions Requirements](#)

[Preparing for Medical School](#)

[How to Apply](#)

[Admissions Options](#)

Foreign Transcripts/Coursework Policy

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Applicants should request that an official copy of the evaluation report be sent directly to AACOMAS from the evaluation service. OSU College of Osteopathic Medicine will not accept student copies of an evaluation or transfer credit that appears on a U.S. transcript. Applications will not be considered complete without an official course-by-course evaluation. Prior to matriculation, accepted students will be required to submit a copy of the evaluation report to the Admissions Office for the student's file. The Admissions Office will review the file to ensure that the required process has been completed.

Foreign evaluation services listed by AACOMAS as of March 1, 2016 are:

[World Education Services \(WES\)](#)

P.O. Box 5087

New York, NY 10274-5087

212-966-6311

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- [Technical Standards](#)
- [State Residency Status](#)
- [Transfer Students/Admission With Advanced Standing](#)
- [Foreign Transcript Policy](#)

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Washington, DC 20037
Phone: 202-828-0690
E-mail: mcat@aamc.org

2. To be sent to OSU College of Osteopathic Medicine by applicant:
 - a. Supplemental application for admission.
 - b. Supplemental application fee (\$65).
 - c. Letters of evaluation sent directly to the College from the applicant's pre-professional/health professions advisory committee. If the applicant's college lacks such a committee, applicants may substitute evaluations from no fewer than three faculty members, two of whom teach sciences. Applicants without access to either of the above should use their own judgment in obtaining at least three evaluations that would be helpful in judging their candidacy. Letters may also be sent to the college by using Liaison, Interfolio or Virtual Eval.
 - d. A written evaluation from an osteopathic physician sent directly to the College or by using Liaison, Interfolio or Virtual Eval.

The deadline to submit AACOMAS applications for 2016-2017 admission is February 28, 2017. The deadline to submit supplemental applications for admission is March 30, 2017. Applicants are encouraged to submit materials early for full consideration. Interviews are conducted approximately October –April. Discovery of any intentional falsification or omission of information relative to academic and personal records or test scores may result in the student's immediate dismissal from the College and forfeiture of all fees paid. In recommending candidates for admission, the College considers all factors, including pre-professional academic achievement, evaluations from pre-professional committees and osteopathic physicians, results of the MCAT, data obtained in the on-campus interview, and the student's motivation for a professional career in osteopathic medicine. Applicants receiving an invitation for admission must sign an Enrollment Agreement and return it with the required deposit to the Admissions Office within the specified time to complete the application process. For additional information, contact the Office of Student Affairs at 918-561-8324, 800-677-1972, or maghin.abernathy@okstate.edu

Foreign Transcripts/Coursework:

The COM will only accept credit for foreign coursework that has been evaluated by a U.S. evaluation service, when that evaluation report indicates that the coursework was similar to coursework taken at an institution that is comparable to a regionally accredited college or university in the U.S. As such, any coursework taken at a foreign institution must undergo evaluation for U.S. equivalence by one of the evaluation services accepted by AACOMAS (refer to AACOM website/AACOMAS application for a current listing). Applicants should request that an official copy of the evaluation report be sent directly to AACOMAS from the evaluation service. OSU-College of Osteopathic Medicine will not accept student copies of an evaluation or transfer credit that appears on a U.S. transcript. Applications will not be considered complete without an official course-by-course evaluation. Foreign evaluation services listed by AACOMAS as of March 1, 2016 are as follows:

World Education Services (WES) P.O. Box 5087 New York, NY 10274-5087 Telephone: 212.966.6311 www.wes.org	Educational Credential Evaluators, Inc. (ECE) P.O. Box 514070 Milwaukee, WI 53203-3470 Telephone: 414.289.3400 www.ece.org
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Josef Silny & Associates, Inc. 7101 SW 102 Avenue Miami, FL 33173 Telephone: 305.273.1616 www.jsilny.com	International Education Research Foundation, Inc. (IERF) P.O. Box 3665 Culver City, CA 90231-3665 Telephone: 310.258.9451 www.ierf.org
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AACRAO International Educational Services
One Dupont Circle, NW
Suite 520
Washington, DC 20036
Telephone: 202.296-3359
<http://ies.aacrao.org/>

Should you have completed coursework at a foreign institution, be reminded that, per the foreign transcripts/coursework policy, the student is responsible for submitting a copy of the evaluation report to the Admissions Office for the student file (see College Catalog at: <http://www.healthsciences.okstate.edu/com/catalog.php>).

Additional information regarding student records can be found online at: <http://www.healthsciences.okstate.edu/registrar/>.

Medical Library

The Medical Library provides biomedical information and library services that support teaching, learning, research, patient care, and community outreach. To support its service mission the Medical Library has built one of the best biomedical information resource collections in Oklahoma, consisting of more than 350 print journals titles, 16,000 electronic journals, 11,000 print books, 1700 ebooks, and 5,500 audiovisuals. The Library also provides access to numerous online databases, including PubMed, DynaMed, UpToDate, ClinicalKey, Bates' Visual Guide to Physical Examination Videos, EXAM MASTER Online, BoardVitals, TrueLearn (COMBANK), STAT!Ref, Visible Body, AccessMedicine, VisualDx, Acland's Anatomy Online, Natural Medicines, and Psychiatry Online. A complete list is available on the Library's website <http://www.healthsciences.okstate.edu/medlibrary/index.cfm> in the A-Z Library Resources section.

The OSU-CHS Medical Library provides a number of important services to students including:

- Assistance in locating materials in the collection and using equipment
- Instruction and assistance in searching biomedical literature databases
- Quick answers to reference questions at the Service Desk or by phone at 918-561-8449 or 918-561-8457
- Off Campus Access to online resources
- Easy access to a well-equipped computer lab and group study rooms
- Interlibrary Loan for providing materials not available in the collection

Hours of Operation

Monday – Thursday	7:00 a.m. – Midnight
Friday	7:00 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 9:00 p.m.
Sunday	9:00 a.m. – Midnight

Work Study

The College's Medical Library has job openings for work-study students year round. For information please contact the Library at 918-561-8449.

Library Policies

Policies are available on the Library website. Questions or concerns about library policies should be directed to Dohn H. Martin, Library Director, dohn.martin@okstate.edu

Borrowing Privileges

Library materials may be borrowed by presenting your valid OSU-CHS ID card to the staff at the

Oklahoma State University College of Osteopathic Medicine

Student Handbook 2016-2017



1111 West 17th Street

Tulsa, Oklahoma 74107-1898

918-582-1972; 800-677-1972

www.healthsciences.okstate.edu

An Equal Opportunity Affirmative Action Institution

The Oklahoma State University Center for Health Sciences prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin or ethnicity.

OSU Center for Health Sciences
2016-2017 Catalog
 1111 West 17th Street
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Policies and regulations in this catalog are effective July 1, 2016 and apply to all students. The provisions of this catalog may be subject to change as a result of official administrative actions. We reserve the right to apply such changes to registered and accepted students as well as to new admissions. No contractual rights between the Center for Health Sciences and any student are intended and none may be deemed to be created by the issue of this catalog. The Center for Health Sciences is not responsible for any misinterpretation of its requirements or provisions resulting from editorial or printing errors.

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[OSU-CHS Leadership](#)

OSU-CHS and OSU College of Osteopathic Medicine Non-Discrimination Statement

The Oklahoma State University Center for Health Sciences prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin or ethnicity.

The following are covered under the student health fee:

- Initial titers
- Flu shots
- Immunizations needed after matriculation due to non-immune titer results
- Follow up immunizations if titers show not immune.
- Annual TB screening
- Lab tests following an inadvertent needle stick and treatment associated with needle stick.

The following services are **not** covered by the fee and will be the responsibility of the student and/or his or her insurance:

- Sick and preventative care visits
- Any service provided by non OSU Physicians
- Specialty care, procedural fees or hospitalization
- Fees associated with a pregnancy
- Prescriptions and over-the-counter medications
- Laboratory tests (other than for needle stick accidents or titers)
- Radiology services
- Supplies (crutches, etc.)

Books and Supplies

It is estimated that the cost of books and supplies during the first year of study will average approximately \$6,000.00.

Student Fee Refund Policy

The refund policy for fees and tuition (except for Title IV recipients who are first-time attendees) collected from students at institutions shall be as follows:

- Withdrawal from the institution during the first week (one to five class days) of a regular semester, or during the first two class days of a summer term - 80% refund.
- Withdrawal from the institution during the second week (six to ten class days) of a regular semester, or during the third and fourth class days of a summer term - 50% refund.
- Withdrawal from the institution during the third week (eleven to fifteen class days) of a regular semester, or during the fifth class day of a summer term -25% refund.
- Withdrawal after the third week (fifteen class days) of a regular semester, or after one week (five class days) of a summer term - No refund.

Fees are applicable only for the current semester. If a student withdraws and is entitled to a refund, the amount of a refund cannot be carried forward as a credit to a subsequent session.

J. Student Health and Behavioral Health Services

Student Health

The OSU Health Care Center is located just a short distance from the main campus at 2345 Southwest Boulevard, Tulsa, Oklahoma and can be reached at 918-582-1980. For an office visit, students must make an appointment with an OSU Physician and follow the normal check-in procedures for patients. Please see the section above on services covered under Student Health Service Fees. For additional information regarding services or to schedule a visit with the Occupational Health Nurse, call 918-561-1256.

Behavioral Health

All students have access to confidential counseling services through ComPsych and the OSU-Tulsa Counseling Center. Information about these services can be found at <http://centernet.okstate.edu/behavioralhealth.php>.

ComPsych

ComPsych provides around the clock behavioral health services to all students. Students can call toll free at 866-591-8354 on a 24 hours per day/7 days per week basis to discuss their concerns with professionals with Master's degree in counseling, social work, or other related behavioral areas. Students can also initiate contact between 8:00 a.m. to 6:00 p.m. Central time with an intake clinician via an online chat feature, accessed at guidanceresources.com. An access code will be available to students to initiate contact with this resource. Communication is offered in multiple languages and for hearing impaired individuals. Referrals for face-to-face counseling by state-licensed clinicians can be provided. ComPsych has a network of more than 50,000 providers to support OSU medical students wherever they live, study or travel. ComPsych's network

includes only ComPsych-credentialed, state-licensed clinicians with expertise in areas such as: adolescents and children, anxiety disorders and depression, domestic violence, marriage and families, stress management, and substance use. Counseling services are free of charge to students for up to ten sessions.

OSU-Tulsa Counseling Clinic

Students can be seen at the OSU-Tulsa Counseling Clinic, located on the OSU-Tulsa campus, just a few miles from OSU-CHS. Counseling services are free of charge for the first five sessions; subsequent sessions are at a cost of \$10 per session. Appointments can be made by calling 918-594-8568.

Community Resources:

There are also a variety of community resources, which students may wish to access independent of the services provided by OSU-COM. A listing of community resources can be found at <http://centernet.okstate.edu/behavioralhealth.php>. One of these services is Community Outreach Psychiatric Emergency Services (COPES), a part of Family and Children's Services. COPES provides mobile crisis assistance, including on-site intervention, stabilization, and connection to other community services. COPES services are free, confidential, and available 24/7 to anyone in Tulsa County. COPES can be reached at 918-744-4800.

K. Financial Aid

Campus Address and Phone:

Oklahoma State University Center for Health Sciences
Office of Financial Aid
1111 West 17th Street
Tulsa, OK 74107-1898
918-561-8278

Website: <http://www.healthsciences.okstate.edu/com/financialaid/index.php>

Students who need financial assistance are encouraged to consider the many types of financial aid available through the OSU Center for Health Sciences Office of Scholarships and Financial Aid. These programs include scholarships, loans, and work-study.

Scholarship Programs

Oklahoma State University Center for Health Sciences annually offers scholarships to qualifying students each year. OSU-CHS scholarships are awarded on the basis of academic achievement, academic potential, leadership, community service, and financial need. Many scholarships are based on a preference for rural and/or primary care careers.

Federal Aid Programs

Federal aid at OSUCHS is awarded on the basis of demonstrated financial need. Each student who wishes to be considered for federal aid should submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible.

Students can apply for assistance by submitting the FAFSA electronically at www.fafsa.ed.gov

The following is a list of federal aid programs available at OSUCHS:

- Federal Work-Study
- Federal Direct Unsubsidized Loan
- Federal Direct Graduate PLUS Loan

Return of Title IV Funds Policy

The OSU-CHS Office of Scholarships and Financial Aid, in accordance with federal regulations, calculates the return of Title IV Funds for any student who receives Title IV aid and subsequently withdraws before the end of the enrollment period/term. A copy of the policy detailing the requirements is available in the Office of Scholarships and Financial Aid.

Satisfactory Academic Progress for Financial Aid Eligibility

Students enrolled in the College of Osteopathic Medicine must show satisfactory academic progress to remain eligible for financial aid. A copy of the policy detailing the requirements is available in the Office of Scholarships and Financial Aid.

Education for information or assistance. Students can also contact a faculty member, who can directly or indirectly assist the student by contacting the Office of Student Affairs on the student's behalf.

Students who become aware of or suspect problems in fellow students can contact the Associate Dean for Enrollment Management or Director of Student Affairs for further guidance. Concern for the privacy of students will be paramount, and confidential information will only be shared with those individuals deemed appropriate in addressing the student's needs and training situation.

If property or the safety of others is being threatened, call OSU-CHS security for immediate assistance at 918- 625-8592 (Main Campus-24 hours).

Contact Information

Vivian Stevens, Ph.D.

Associate Dean for Enrollment Management
Professor, Department of Psychiatry and Behavioral Sciences
(918) 561-8205
vivian.stevens@okstate.edu

Angela Bacon, M.S.

Director of Student Affairs
(918) 561-8312
Angela.bacon@okstate.edu

Joan Stewart, D.O., MPH

Associate Dean for Clinical Education
Joan.stewart@okstate.edu
(918) 561-8288

OSU-CHS Security

(918) 625-8592 (Main Campus-24 hours)

Student Health and Behavioral Health Services

Student Health

The OSU Health Care Center is located just a short distance from the main campus at 2345 Southwest Boulevard, Tulsa, Oklahoma and can be reached at 918-582-1980. For an office visit, students must make an appointment with an OSU Physician and follow the normal check-in procedures for patients. Please see the section below on Student Health Service Fees. For additional information regarding services or to schedule a visit with the Occupational Health Nurse, call 918-561-1256.

Behavioral Health

All students have access to confidential counseling services through ComPsych and the OSU-Tulsa Counseling Center. Information about these services can be found at <http://centernet.okstate.edu/behavioralhealth.php>.

ComPsych

ComPsych provides around the clock behavioral health services to all students. Students can call toll free at 866-591-8354 on a 24 hours per day/7 days per week basis to discuss their concerns with

professionals with Master's degree in counseling, social work, or other related behavioral areas. Students can also initiate contact between 8:00 a.m. to 6:00 p.m. Central time with an intake clinician via an online chat feature, accessed at guidanceresources.com. An access code will be available to students to initiate contact with this resource. Communication is offered in multiple languages and for hearing impaired individuals. Referrals for face-to-face counseling by state-licensed clinicians can be provided. ComPsych has a network of more than 50,000 providers to support OSU medical students wherever they live, study or travel. ComPsych's network includes only ComPsych-credentialed, state-licensed clinicians with expertise in areas such as: adolescents and children, anxiety disorders and depression, domestic violence, marriage and families, stress management, and substance use. Counseling services are free of charge to students for up to ten sessions.

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Student Health Status

Physical Examination

Each student entering OSU College of Osteopathic Medicine is required to have a physical examination completed and recorded on a health form provided by the College prior to matriculation.

Immunizations and Tuberculosis Testing

Entering students are required to provide evidence, prior to matriculation, of immunization for or immunity to tetanus Tdap within the last 10 years, polio, measles, mumps, rubella, varicella, hepatitis A and hepatitis B. If the hepatitis B immunization series has not been completed prior to matriculation, it must be completed during the first year at the student's expense. Students must also provide evidence of a 2 step TST Tuberculosis test done with the last year prior to matriculation.

Health and Hospitalization Insurance

All students are required to provide for their own health care while attending OSU College of Osteopathic Medicine. All students must obtain and pay for health and hospitalization insurance and show proof of coverage prior to registration. Recognized proof of coverage is a photocopy of the policy naming the student as the insured or a letter from the insurance company stating that the student is insured for health/hospitalization care, as well as a photocopy of the insurance card itself. Proof of coverage must be submitted to the Occupational and Student Health Nurse. Insurance information and applications may be obtained from the Office of Student Affairs and/or the OSU Medical Clinic.

Student Health Service Fees

This fee does not replace the requirement for students to obtain health insurance coverage.

**OSU-College of Osteopathic Medicine
Office of Admissions**

Admissions Documentation Policy and Procedure

Purpose: The Admissions Documentation Policy outlines a records-check procedure to ensure that all final academic/coursework requirements have been met and all admissions documentation submitted by time of matriculation at the COM.

Procedure

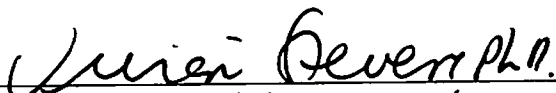
To ensure compliance with submission of requirements, the files of admitted students will be audited prior to matriculation. A notice will be sent to all incoming students, with a reminder to submit all required documents by July 15th.

Review of students' files for completion will include verification of the following:

- Submission of required transcripts, including final transcripts (with notation of "degree conferred" where indicated)
- Completion of all pending academic requirements
- Submission of Health Forms
 - Medical History Form
 - Physical Examination Form
 - Health Insurance Verification
 - Immunization Record, as verified by Student Health Clinic
 - Authorization for Medical Treatment Form
- Submission of Background Check

The Admissions Specialist in the Office of Admissions will complete an audit sheet for all students and prepare a status report for the Associate Dean for Enrollment Management/designee, verifying that all files are complete. Each completed file review sheet (see Admissions File Review Form) will be retained in the student's file.


An official verification report will be submitted to the Dean for final approval and maintained in the Office of Admissions.



Vivian M. Stevens, Ph.D.
Associate Dean for Enrollment Management

5-26-16

Date



Maghin Abernathy
Director of Admissions

5/26/2016

Date

Developed: 3/21/16
Revised: 5/16/16

Admissions File Review Form

STUDENTS NAME: _____

Audited by: _____

Date admitted to class: _____

Date Audited: _____

Admissions agreement signed and printed for file: YES/NO

Background check completed: YES/NO

Parent Form (optional) filled out: YES/NO

Email activated: YES/NO

Academic pre-requisites: _____ **Met:** YES/NO

Provisional requirements: _____ **Met:** YES/NO

_____ **Met:** YES/NO

Transcript(s) received:

University: _____

Official: YES/NO

Degree received: YES/NO*

University: _____

Official: YES/NO

Date Conferred: _____

University: _____

Official: YES/NO

Degree: _____

University: _____

Official: YES/NO

FINAL: YES/NO

*If 'NO', is 75% of degree completed,
Verified from Registrar: YES/NO

Student contacted/Notes:

Authorizaton for Medical Treatment form: Received and Verified by Student Health Nurse: Yes/NO

Medical History form: Received and Verified by Student Health Nurse: YES/NO

Physical examination form: Received and Verified by Student Health Nurse: YES/NO

Proof of Health Insurance: Received and Verified by Student Health Nurse: YES/NO

Immunization records: Received and Verified by Student Health Nurse. YES/NO

Extended deadline: YES/NO New deadline: _____ **Reason for extension:** _____

Student contacted/Notes:

Approved by Assoc. Dean of Enrollment Management: _____ **Date:** _____

Retain in Student's file.

Oklahoma State University College of Osteopathic Medicine Student Feedback Procedures

The Student Feedback site offers an opportunity for students to anonymously provide feedback on institutional and academic matters. This site will be monitored within 24-48 hours on business days. Feedback can be submitted for curriculum and general matters. Once the feedback is submitted, it is routed to the appropriate office for further action.

Each reviewing authority will make a decision on the action indicated, and route feedback as indicated. Items will be routed and actions taken as shown below:

- **OFFICE OF STUDENT AFFAIRS / For General Matters**
Routes to Director of Student Affairs; sent to involved office (as needed)
Monthly report to Council of Deans

- **OFFICE OF EDUCATIONAL AFFAIRS /For Year 1 & 2 curriculum feedback**
Routes to Director of Curricular Affairs, Instructional Design, and Academic Technologies;
sent to Review Committee; sent to Year 1-2 Committee (as needed)
Monthly report to Curriculum Oversight Committee & Council of Deans

- **OFFICE OF CLINICAL EDUCATION /For Year 3 & 4 curriculum feedback**
Routes to Director of Clinical Education; sent to Review Committee;
sent to Year 3-4 Committee (as needed)
Monthly report to Curriculum Oversight Committee & Council of Deans

- Actions taken:
____ Not an actionable item
____ Resolved
____ Pending Resolution
Forwarded for resolution to: _____
Final outcome of review: _____

A monthly report is submitted to the Committee(s) as noted and/or the Council of Deans. Final documentation is maintained in the office that received the student feedback at initial routing.

Oklahoma State University College of Osteopathic Medicine
Student Academic Complaint Policy and Procedures

Students who have an academic complaint can expect to have their complaint addressed through this procedure. Unless other justification is present, the student will ordinarily be expected to seek resolution, beginning with the faculty/staff member in the discipline, prior to advancing administratively through the grievance process. If a student requires assistance, the Office of Student Affairs is available for consultation and guidance. Complaint forms are found in the Office of Student Affairs. All complaints will be monitored and reviewed by the Office of Student Affairs within 24-48 hours of receipt on business days. The Student Academic Complaint Policy governs all academic complaints and is not to be used for grievances related to sexual harassment/sexual misconduct, discrimination, non-compliance with AOA Accreditation Standards, or grade appeals. To register a complaint in these areas, please see the related policies.

Grade Appeal: see the Grade Appeal Policy found in the Academic Standards Handbook and at <http://www.healthsciences.okstate.edu/com/academics/policies.php>.

Sexual Harassment/sexual misconduct/sex-based discrimination: see Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room 112, 918-561-1950.

Discrimination: see Student Grievance Policy and Procedures for Alleged Discrimination at <http://www.healthsciences.okstate.edu/com/academics/policies.php> and found in the Student Handbook and College Catalog.

Non-compliance with AOA Accreditation Standards: see Non-compliance with AOA Accreditation Standards Policy at <http://www.healthsciences.okstate.edu/com/academics/policies.php> and found in the Student Handbook and College Catalog.

Procedure for an academic complaint:

- 1) Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the instructor or course coordinator for the discipline or staff member who is associated with the complaint. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.
- 2) If an attempt at informal resolution is not successful, the student should register the complaint by submitting the Student Complaint Form found in the Office of Student Affairs; this action will register the complaint both with the Office of Educational Development and the Office of Student Affairs for tracking purposes.
- 3) Once the complaint is received, the Office of Educational Development will forward the complaint to the Year 1-2 Committee or Year 3-4 Committee, based on the nature of the complaint. The reviewing Committee may request a meeting with the student, should additional information be needed in reviewing the complaint. The respective committee will submit a recommendation to the Curriculum Oversight Committee (COC) regarding resolution of the complaint.
- 4) The COC will make the official determination on resolution of the complaint. If the complaint is satisfactorily resolved, the Office of Educational Development will be responsible for notifying the student of the Committee's findings and submitting final documentation of resolution of the complaint to the Office of Student Affairs.
- 5) If the matter is not resolved after review by the COC, the next level of review will be made by the Council of Deans. The decision rendered by the Council of Deans is final and binding.
- 6.) Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Educational Development will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Student Affairs.
- 7) A notification report of all complaints will be forwarded on a regular basis by the Office of Student Affairs to the Council of Deans.

Student Academic Complaint Form

Complainant information (Name of Person filing complaint):

Name:
Phone number:
E-mail Address:
Student Status: _____ Medical Student _____ Graduate Student

Respondent Information (Name of person who the complaint is being filed against).

If this complaint does not involve a specific person, please skip to section B.

Name:
Phone Number:
E-mail Address:
Department or Unit Where Individual Works:
____ OSU-CHS campus
____ OSU-CHS Health Care Center
____ OSU-Tulsa campus
____ OSU Physicians Clinic
____ Other: Please specify: _____

Section B: Description of Complaint

Please include a summary of the complaint.

OFFICE OF STUDENT AFFAIRS

OFFICE OF EDUCATIONAL DEVELOPMENT

Received by _____

Received by: _____

Initial Committee Review: _____ Date: _____ Action: ___ Resolved ___ Not Resolved

Please provide reason for action taken:

COC Review: _____ Date: _____ Action: ___ Resolved ___ Not Resolved

Please provide reason for action taken:

Council of Deans Review: _____ Date: _____ Final Action: ___ Resolved ___ Not Resolved

Please provide reason for action taken:

Complaint closed by: _____ Date: _____

Oklahoma State University College of Osteopathic Medicine
Student Non-Academic Complaint Policy

Students who have a non-academic complaint can expect to have their complaint addressed through this procedure. Unless other justification is present, the student will ordinarily be expected to attempt to resolve the matter through informal means, prior to filing a complaint and advancing administratively through the grievance process. If a student requires assistance, the Office of Student Affairs is available for consultation and to provide guidance regarding whether an exception to the procedure is indicated. All complaints will be monitored and reviewed by the Office of Student Affairs within 24-48 hours of receipt on business days. The Student Non-Academic Complaint Policy governs all non-academic complaints and is not to be used for grievances related to sexual harassment/sexual misconduct, discrimination, non-compliance with AOA Accreditation Standards, or grade appeals. To register a complaint in these areas, please see the related policies.

Grade Appeal: see the Grade Appeal Policy found in the Academic Standards Handbook and at <http://www.healthsciences.okstate.edu/com/academics/policies.php>.

Sexual Harassment/sexual misconduct/sex-based discrimination: see Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room 112, 918-561-1950.

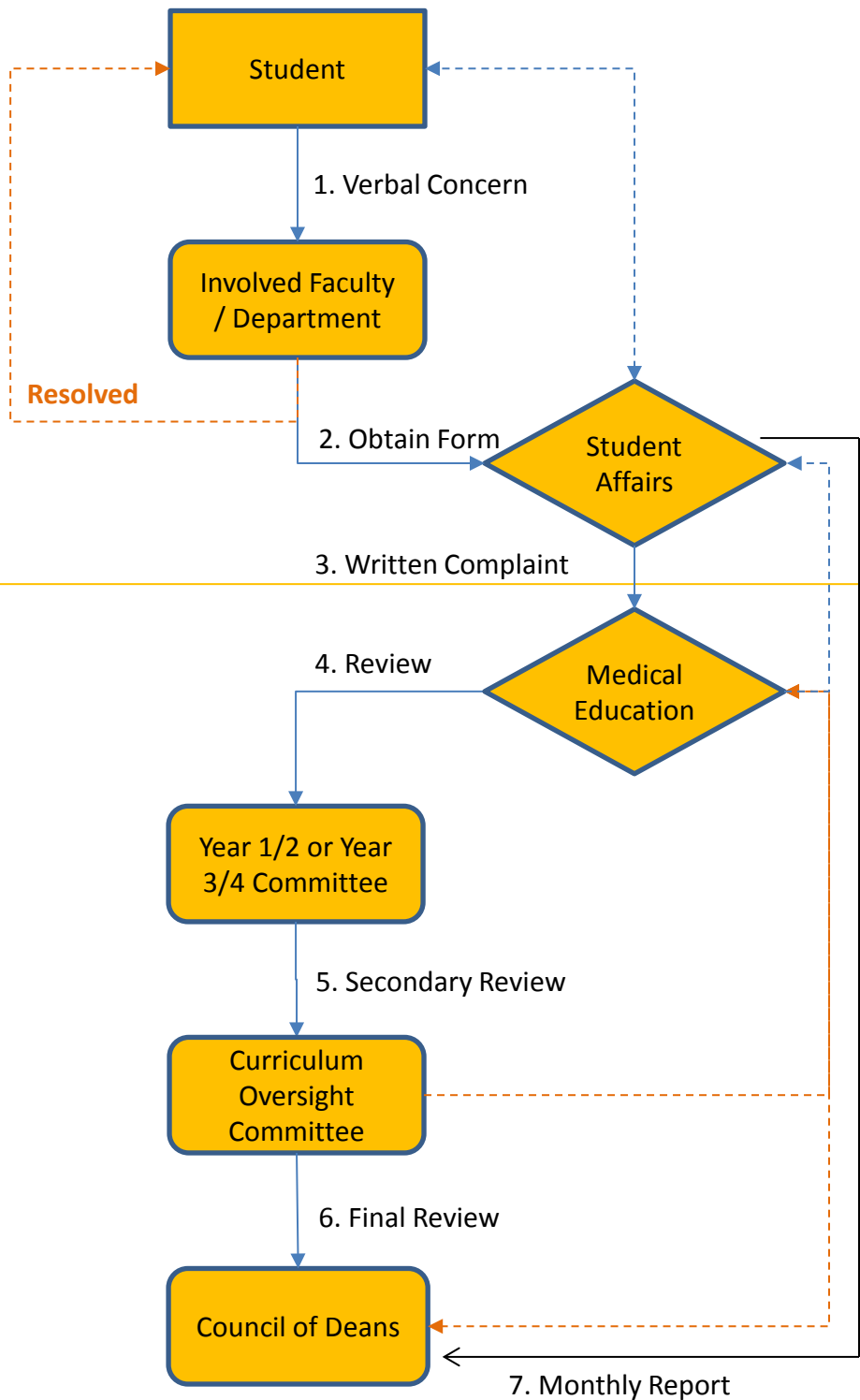
Discrimination: see Student Grievance Policy and Procedures for Alleged Discrimination at <http://www.healthsciences.okstate.edu/com/academics/policies.php> and found in the Student Handbook and College Catalog.

Non-compliance with AOA Accreditation Standards: see Non-compliance with AOA Accreditation Standards Policy at <http://www.healthsciences.okstate.edu/com/academics/policies.php> and found in the Student Handbook and College Catalog.

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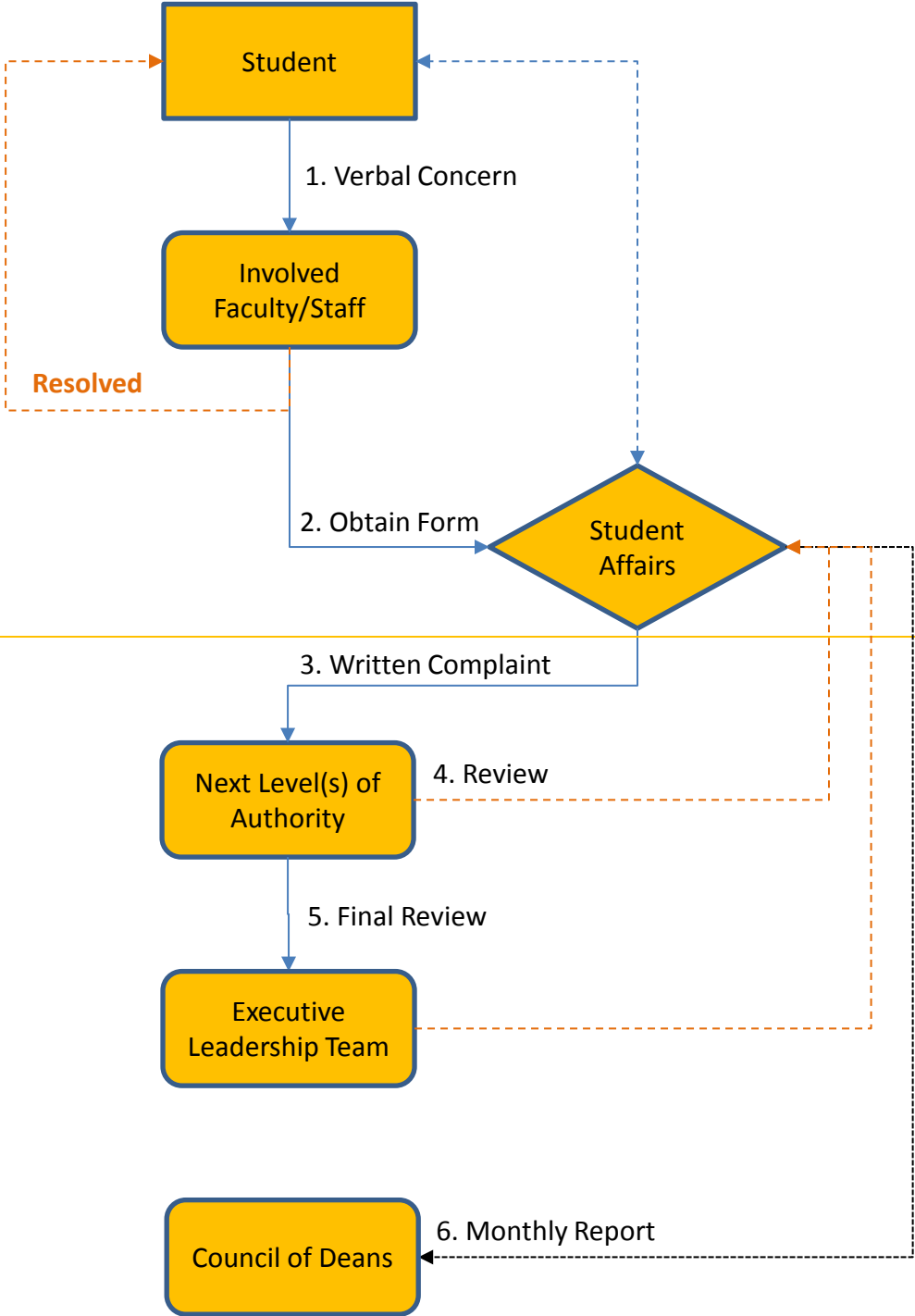
1. Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the staff or faculty member in the designated administrative unit. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.
2. If an attempt at informal resolution is not successful, the student should register the complaint by completing the Student Non-Academic Complaint Form found in the Office of Student Affairs. Complaints should be filed within 30 calendar days of the incident prompting the complaint.
3. Upon receipt of the complaint, the Director of Student Affairs will pursue resolution of the complaint, bringing the matter to the attention of the relevant administrative unit head, as needed.
4. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority. If a satisfactory outcome is achieved, the Office of Student Affairs will notify the student, document the resolution on the Student Complaint form, and close the matter.
5. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority and continue in this manner, as required. If a satisfactory resolution is not obtained after exhausting the appropriate levels of authority, the Executive Leadership Team will serve as the final reviewing authority on the matter. The decision of the Executive Leadership Team will be final and binding.
6. Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Student Affairs will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Student Affairs.
7. A notification report of all complaints will be forwarded on a regular basis by the Office of Student Affairs to the Council of Deans.

Academic Complaint Policy Flowchart



- Written complaint routed by direction of Medical Education
- Resolution of complaint communicated to all parties at each step by direction of Medical Education
- Documentation of resolution at each step verified by Medical Education after written complaint is filed

Non-Academic Complaint Policy Flowchart



- Written complaint routed by direction of Student Affairs
- Resolution of complaint communicated to all parties at each step by direction of Student Affairs
- Documentation of resolution at each step verified by Student Affairs after written complaint is filed

Student Grievance Procedures

OSU-COM is committed to addressing student complaints and promoting a mechanism by which complaints can be reviewed and resolved. Students with complaints should refer to the specific policies below. If assistance is needed, students can contact the Office of Student Affairs for further information.

In addition to the complaint procedures below, students also have the opportunity to provide anonymous feedback on curriculum and any other general matters through an OSU-COM Feedback system. Students who would like to utilize the feedback process to express their concerns should refer to the section below on "Student Feedback".

Student Academic Complaint Policy and Procedures

Students who have an academic complaint can expect to have their complaint addressed through this procedure. Unless other justification is present, the student will ordinarily be expected to seek resolution, beginning with the faculty/staff member in the discipline, prior to advancing administratively through the grievance process. If a student requires assistance, the Office of Student Affairs is available for consultation and guidance. Complaint forms are found in the Office of Student Affairs. All complaints will be monitored and reviewed by the Office of Student Affairs within 24-48 hours of receipt on business days. The Student Academic Complaint Policy governs all academic complaints and is not to be used for grievances related to sexual harassment/sexual misconduct, discrimination, non-compliance with AOA Accreditation Standards, or grade appeals. To register a complaint in these areas, please see the related policies.

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1) Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the instructor or course coordinator for the discipline or staff member who is associated with the complaint. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.

2) If an attempt at informal resolution is not successful, the student should register the complaint by submitting the Student Complaint Form found in the Office of Student Affairs; this action will register

the complaint both with the Office of Educational Development and the Office of Student Affairs for tracking purposes.

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Grade Appeal: see the Grade Appeal Policy found in the Academic Standards Handbook and at:

<http://www.healthsciences.okstate.edu/com/academics/policies.php>.

Sexual Harassment/sexual misconduct/sex-based discrimination: see Gender Discrimination /Sexual Harassment Policy and Title IX Grievance Procedure. For information about filing a complaint, see the "reporting section" at <http://1is2manychs.okstate.edu> or contact the Office of Student Conduct, Title IX Coordinator, OSU-CHS, Room 112, 918-561-1950.

Discrimination: see Student Grievance Policy and Procedures for Alleged Discrimination, found below and in the Student Handbook, at <http://www.healthsciences.okstate.edu/com/handbook.php>.

Non-compliance with AOA Accreditation Standards: see Non-compliance with AOA Accreditation Standards Policy, found below and in the Student Handbook at: <http://www.healthsciences.okstate.edu/com/handbook.php>

Procedure for a non-academic complaint:

1. Prior to filing a complaint, students are expected to seek resolution through informal means. Students should begin the informal process by discussing the matter directly with the staff or faculty member in the designated administrative unit. If the attempt to resolve the matter is successful, no further progression through this policy is warranted.
2. If an attempt at informal resolution is not successful, the student should register the complaint by completing the Student Non-Academic Complaint Form found in the Office of Student Affairs. Complaints should be filed within 30 calendar days of the incident prompting the complaint.
3. Upon receipt of the complaint, the Director of Student Affairs will pursue resolution of the complaint, bringing the matter to the attention of the relevant administrative unit head, as needed.
4. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority. If a satisfactory outcome is achieved, the Office of Student Affairs will notify the student, document the resolution on the Student Complaint form, and close the matter.
5. If a satisfactory resolution is not obtained, the matter will be routed to the next highest level of authority and continue in this manner, as required. If a satisfactory resolution is not obtained after exhausting the appropriate levels of authority, the Executive Leadership Team will serve as the final reviewing authority on the matter. The decision of the Executive Leadership Team will be final and binding.
6. Throughout this process, review at each level will be documented on the Student Complaint Form and notification made to the student regarding outcome at each level of review. The Office of Student Affairs will be responsible for notifying all parties. Final documentation on the resolution of the complaint will be maintained by the Office of Student Affairs.
7. A notification report of all complaints will be forwarded on a regular basis by the Office of Student Affairs to the Council of Deans.

the Associate Dean for Enrollment Management.

2. If this attempt fails, he/she should present a written account of the alleged act to the chairman of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence.
3. The chairman of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.
4. If a settlement cannot be reached, the complainant may submit to the chairman a request for a formal hearing before the entire committee.
5. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance.
6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
8. The Dean will investigate the appeal in consultation with any or all persons involved and will then decide either to support the decision of the committee or to support the complainant. The Dean's decision will be transmitted in writing to the complainant and the committee within fifteen (15) days following the investigation and is final.

In all cases, the chairman of the committee will be responsible for coordinating the grievance and providing notices to all parties and witnesses.

Complaints Regarding Non-Compliance with AOA Accreditation Standards

OSU-CHS is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the American Osteopathic Association Commission on Osteopathic College Accreditation. A copy of the standards is available upon request from the Office of Academic Affairs. Students who believe that the College may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

1. A written, dated and signed complaint must be filed with the Office of Student Affairs.
2. Student Affairs will consult with the Senior Associate Dean and form an ad hoc committee of faculty and students to investigate the complaint.
3. The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Senior Associate Dean, Student Affairs and the student complainant.
4. If corrective action is indicated, the Senior Associate Dean will respond with a description/plan for such action within 30 days of receipt of the ad hoc committee results.
5. Records of all proceedings regarding complaints will be maintained by the Office of Student Affairs.
6. In the event that the student complainant is not satisfied with the ad hoc committee determination and/or corrective action, the student may communicate his/her complaint at the following address:

Secretary, Commission on Osteopathic College Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611-2864
Phone (312) 202-8000
predoc@osteopathic.org

Student Grievance Policy and Procedures for Alleged Discrimination

Students with grievances related to alleged discrimination may seek redress. Complaints may be handled through the formal grievance procedure described here or through the Office of Student Conduct/Title IX Coordinator, as appropriate. The procedures are NOT applicable to academic evaluations and/or admissions decisions. Any student who believes he/she has been discriminated against while attempting to gain access to, participate in, or receive benefits from any College program or activity may seek redress through the designated grievance procedure.

A standing Affirmative Action Compliance Committee is appointed by the Dean. This committee includes the College Affirmative Action Officer with representation from the faculty and student body. The procedure is as follows:

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Associate Dean for Enrollment Management.
2. If this attempt fails, he/she should present a written account of the alleged act to the chairman of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence.
3. The chairman of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.
4. If a settlement cannot be reached, the complainant may submit to the chairman a request for a formal hearing before the entire committee.
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6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
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Accreditation

The university is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The medical school is accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association, the recognized accrediting agency for institutions that train osteopathic physicians (Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611; telephone 312-202-8000; predoc@osteopathic.org). The Oklahoma State Regents for Higher Education are empowered by the Oklahoma Constitution to prescribe standards for higher education applicable to each institution in the Oklahoma State System of Higher Education.

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Mission and Vision

OSU Center for Health Sciences Mission

Oklahoma State University Center for Health Sciences educates and trains osteopathic physicians, research scientists and other healthcare professionals with emphasis on serving rural and underserved Oklahoma.

OSU Center for Health Sciences Vision

Oklahoma State University Center for Health Sciences will be recognized for:

- Fulfilling the health care needs of rural and underserved Oklahoma
- Producing graduates who are dedicated, effective, and compassionate community leaders
- Advancing the frontier of medical research
- Providing excellent care and health-related community service
- Being a leader and innovator in education
- Being the medical and graduate school of choice

OSU College of Osteopathic Medicine Mission

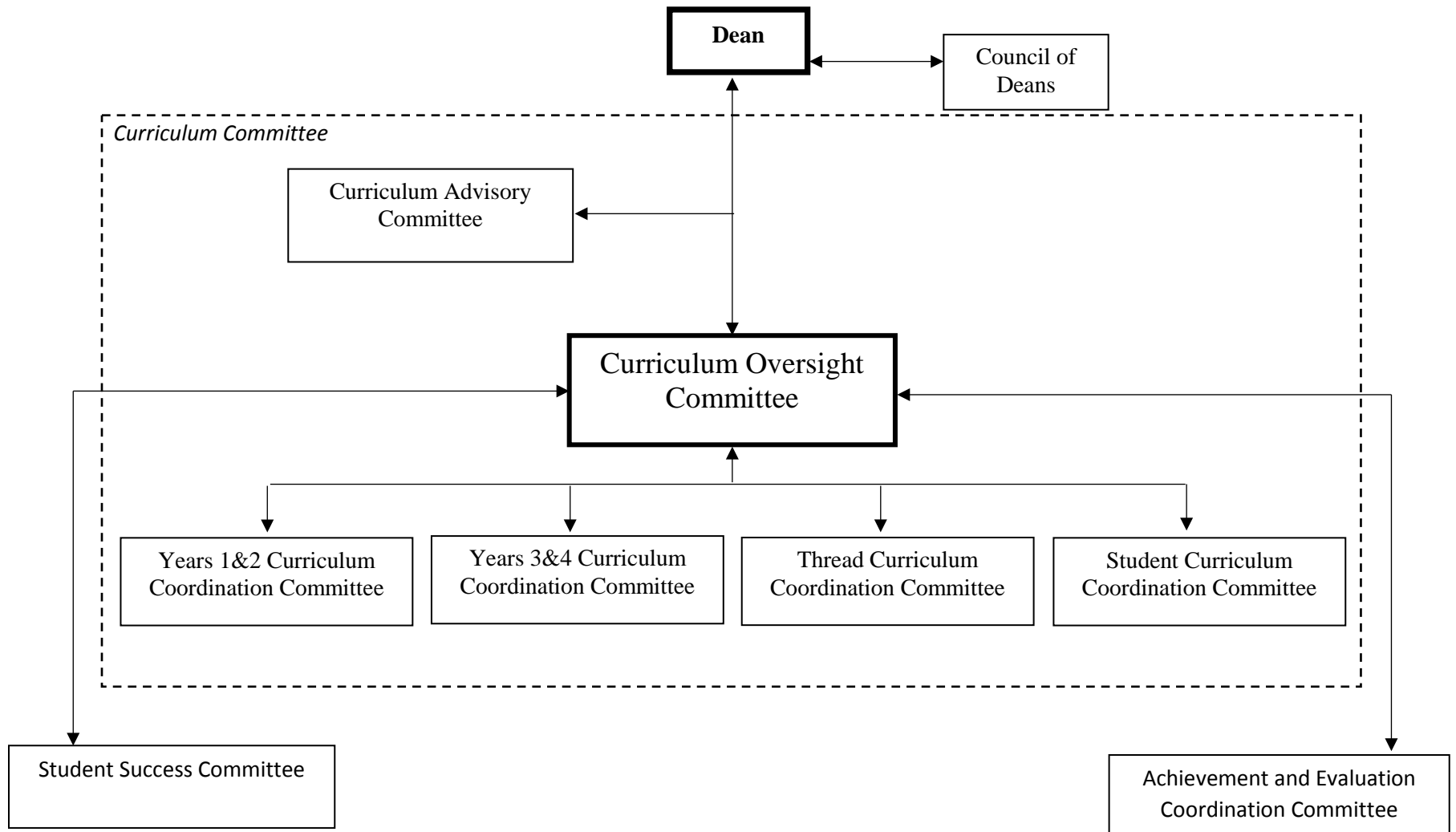
Oklahoma State University College of Osteopathic Medicine educates osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

OSU College of Osteopathic Medicine Vision

Oklahoma State University College of Osteopathic Medicine will be recognized for:

- Fulfilling the health care needs of rural and underserved Oklahoma
- Producing graduates who are dedicated, effective, and compassionate community leaders
- Providing excellent care and health-related community service
- Being a leader and innovator in education
- Being the medical school of choice

Curriculum Committee Structure





[College of Osteopathic Medicine Home](#)

[OSU Medicine Admissions Home](#)

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[What's it like to be an OSU medical student?](#)

[Degrees Offered](#)

[Admissions](#)

[Requirements](#)

[Preparing for Medical School](#)

[How to Apply](#)

[Admissions Options](#)

Our Graduates

COMLEX pass rate information is available at the bottom of the page.

RESIDENCY PLACEMENTS FOR 2016 OSU COLLEGE OF OSTEOPATHIC MEDICINE GRADUATES

- In 2016, OSU-COM had a graduating class of 108, with a 100% match rate.
- In 2015, OSU-COM had a graduating class of 91, with a 99% match rate.
- In 2014, OSU-COM had a graduating class of 86, with a 100% match rate.
- In 2013, OSU-COM had a graduating class of 84, with a 99% match rate.

Program Name	Specialty	City	State
Albert Einstein Med Ctr-PA	Obstetrics-Gynecology	PHILADELPHIA	PA
Choctaw Nation Health Services	Family Medicine	TALIHINA	OK
Clarkson Family Medicine Residency	Family Medicine	OMAHA	NE
Comanche County Memorial Hospital	Family Medicine	LAWTON	OK
Comanche County Memorial Hospital	Emergency Medicine	LAWTON	OK
Detriot Wayne County Health Authority	Psychiatry	DETROIT	MI

- [Urology Match](#)
- [Army and Navy GME](#)

Match Rates

The Match rates for the past four years are shown below (all Matches and Scrambles Included):

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COMLEX-USA First-time Pass Rate Information

The COMLEX-USA first-time pass rate information is as

follows: **COMLEX-USA Level 1 School Pass Rate**

- 2015 - 2016: 77.06%
- 2014 - 2015: 89.19%
- 2013 - 2014: 94.62%
- 2012 - 2013: 91.76%

COMLEX-USA Level 2 CE School Pass Rate

- 2015 - 2016: 92.45%
- 2014 - 2015: 96.77%
- 2013 - 2014: 95.35%
- 2012 - 2013: 86.21%

COMLEX-USA Level 2 PE School Pass Rate

- 2015 - 2016: 97.17%
- 2014 - 2015: 93.54%
- 2013 - 2014: 97.67%
- 2012 - 2013: 97.75%

COMLEX-USA Level 3 School Pass Rate

- 2015 - 2016: 100.00%
- 2014 - 2015: 95.40%
- 2013 - 2014: 95.88%
- 2012 - 2013: 95.06%

For more information about match rate, COMLEX-USA performance, and residency placements,, see: <http://www.healthsciences.okstate.edu/com/admissions/graduates.php>

VI. D.O./M.B.A. Program

The Oklahoma State University Center for Health Sciences (OSU-CHS) offers a joint Doctor of Osteopathy and Master of Business Administration degree with Oklahoma State University Spears School of Business. Classes are held at the OSU-Tulsa campus, with an occasional course at the OSU Main Campus in Stillwater, OK, or available via distance learning.

Today's successful physicians must be able to excel on multiple levels. At Oklahoma State University, the M.B.A. Program is designed to integrate the knowledge, skills, and experiences necessary to help you achieve your career goals. The D.O./M.B.A. is an accelerated program that allows D.O. students to gain their M.B.A. through the Spears School of Business in a single year. This 36-hour program captures 30 hours of the M.B.A.'s core coursework in the fall and spring semesters with six elective hours taken in the summer.

The M.B.A. curriculum is a blend of quantitative and behavioral classes, often with real-world applications, designed to reflect today's integrated and global marketplace. While basic tools, theories, and concepts are a constant, modifications as a result of feedback from the M.B.A. advisory committee, industry, and alumni help

12.2 Leave of Absence

A student in good academic standing may request a leave of absence due to a medical or severe personal problem. Students requesting a leave of absence must apply to the Senior Associate Dean for Academic Affairs in writing. If the leave of absence is for a medical or psychological problem, the request must be accompanied by a letter from a physician or doctoral-level mental health professional describing the nature of the disability or problem and the estimated length of time needed for recovery.

After consultation with the student, the Senior Associate Dean for Academic Affairs will decide whether or not the leave is to be granted and the conditions under which the student may resume the OSU-COM program.

Before a student may resume his or her studies, the student must submit a written request to the Senior Associate Dean for Academic Affairs. For a student who has been on medical leave of absence, a letter from a physician or doctoral-level mental health professional stating that the student has recovered from the disability or problem and is able to participate in a full academic program must accompany the request.

12.3 Academic Suspension

Suspension is a forced absence from the College. It is a temporary situation imposed by the Senior Associate Dean for Academic Affairs when a student is having an academic, professional, or personal situation that requires additional time for the College to gather information concerning this matter. The student is not allowed to attend classes or clinical rotations until the suspension is removed.

13.0 Requirements for Graduation

A student who has satisfactorily completed all academic requirements and who has been recommended by the College faculty may be awarded the Doctor of Osteopathic Medicine (D.O.) degree, provided the student has:

- 13.1** No unremediated “D” or “U” grades, and no grades of “I”;
- 13.2** Satisfactorily completed all clinical rotations;
- 13.3** Complied with all legal and financial requirements of the College;
- 13.4** Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;

- 13.5** Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;
- 13.6** Passed COMLEX USA Level 2, both cognitive (CE) and performance (PE);
- 13.7** Been recommended for graduation by the faculty and the appropriate College bodies;
- 13.8** Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Senior Associate Dean for Academic Affairs, will a degree be awarded in absentia); and
- 13.9** Met the graduation requirements listed in the catalog.

Probation

Probation is defined as a period of time specified by the Senior Associate Dean for Academic Affairs when the student's progress will be closely monitored by the Academic Standards Committee and the Senior Associate Dean for Academic Affairs. Probation represents an official sanction by the College for academic or professional misconduct.

Requirements for Graduation

A student who has satisfactorily completed all academic requirements and who has been recommended by the College faculty may be awarded the Doctor of Osteopathic Medicine (D.O.) degree, provided the student has:

1. No un-remediated "D" or "U" grades and no grades of "I";
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9. Met the graduation requirements listed in the catalog.

A student will meet the graduation requirements listed in the catalog in effect at the time of his/her initial enrollment, provided that no more than six years have elapsed between matriculation and graduation. A student who is required to repeat an academic year will meet the graduation requirements listed in the catalog for the repeated year.

Medical students who expect to graduate in May but have not yet completed all the requirements for the D.O. degree are expected to do so in a timely manner after the graduation date. These requirements include passage of COMLEX-USA Level 2CE and COMLEX-USA Level 2PE exams, submission of all clinical rotation evaluations and meeting any conditions to be removed from academic probation (if applicable). Students who have not completed all rotations, submitted all required evaluations, met all conditions for probation removal, or passed the required COMLEX-USA exams by September 1st following the May graduation date will be awarded their degree on the date that requirements are met. It is the responsibility of students who are completing make-up rotations, working with preceptors to obtain outstanding rotation evaluations, or studying for the COMLEX-USA exam to maintain communication with the Office of Clinical Education and the Registrar in the Office of Student Affairs regarding their progress toward completion of degree requirements. Students on academic probation should be in contact with Academic Affairs to be sure all conditions for removal of probation have been met. Students that are expected to complete all graduation requirements by October 31 may walk with their class in May. Students that are expected to finish all graduation requirements after October 31 will walk with the next graduating class the following May. At any time a student may be asked to meet with an administrator or the Academic Standards Committee if there is concern regarding the student's progression towards completing graduation requirements in a timely manner.

Withdrawal

Application for voluntary withdrawal from the College must be made in writing to the Senior Associate Dean for Academic Affairs. Except in rare circumstances, the application will be accompanied by a personal interview. Students should refer to the academic calendar when planning to withdraw from the College. The Registrar's Office can assist with determining what, if any, fees will be charged and grades assigned according to the academic calendar. If withdrawal is requested after the last day to drop a course with an automatic "W", the appropriate faculty member will assign a grade of "WP" or "WU" for each course in which the student is currently enrolled. Retroactive withdrawals and leaves of absences may be granted under certain circumstances at the discretion of the Dean and Provost of the College.

Leave of Absence

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OSU-COM

Summary of Expenditures by Function and Object

Object	Personnel	Travel	Utilities	Supplies & Other Ops Expenses	Property, Furniture & Equipment	Library Books and Periodicals	Scholarships & Assistantships	Total
<u>Activity</u>								
Instruction	\$ 28,920,277	\$ 160,251		\$ 27,771,081	\$ 391,017		\$ 310,000	\$ 57,552,626
Research	\$ 1,731,633	\$ 21,208		\$ 1,187,543	\$ 207,839			\$ 3,148,223
Public Service	\$ 330,429	\$ 7,000		\$ 2,330,263	\$ 200,786			\$ 2,868,478
Academic Support	\$ 3,731,542	\$ 76,632		\$ 1,303,086	\$ 53,927	\$ 325,934		\$ 5,491,121
Student Services	\$ 756,888	\$ 45,726		\$ 244,463	\$ 7,674			\$ 1,054,751
Institutional Support	\$ 3,612,034	\$ 61,546		\$ 2,847,839	\$ 9,623			\$ 6,531,042
O&M of Plant	\$ 1,748,984	\$ 8,745	\$ 665,086	\$ 5,291,374	\$ 4,695			\$ 7,718,884
Total E&G Part I	\$ 40,831,787	\$ 381,108	\$ 665,086	\$ 40,975,649	\$ 875,561	\$ 325,934	\$ 310,000	\$ 84,365,125
Total E&G Part II	\$ 8,150,000	\$ 150,000	\$ -	\$ 5,500,000	\$ 50,000	\$ -	\$ 150,000	\$ 14,000,000

Personnel Services Breakdown

Teaching Salaries	\$ 17,458,550
Professional Salaries	\$ 14,514,874
Other Salaries & Wages	\$ 4,936,880
Fringe Benefits	\$ 11,071,483
Professional Services	\$ 1,000,000
Total Personnel	\$ 48,981,787

Research Budget

Funding Source	Personnel	Travel	Utilities	Supplies & Other Ops Expenses	Property, Furniture & Equipment	Library Books and Periodicals	Scholarships & Assistantships	Total
Internal	\$ 1,731,633	\$ 21,208	\$ -	\$ 1,187,543	\$ 207,839	\$ -	\$ -	\$ 3,148,223
External	\$ 8,150,000	\$ 150,000	\$ -	\$ 5,500,000	\$ 50,000	\$ -	\$ 150,000	\$ 14,000,000
Total	\$ 9,881,633	\$ 171,208	\$ -	\$ 6,687,543	\$ 257,839	\$ -	\$ 150,000	\$ 17,148,223

Funding Sources	Budget
Internal	\$ 3,148,223
Federal Programs	\$ 9,450,000
Foundations	\$ 50,000
Other Non-Federal	\$ 1,300,000
State of Oklahoma	\$ 3,200,000
Total	\$ 17,148,223

Research Admin	\$ 1,446,974	45.96%
Cost Share	\$ 323,242	10.27%
Internal awards	\$ 274,281	8.71%
Endowment/Other	\$ 1,103,728	35.06%
Total	\$ 3,148,225	100.00%



**OFFICE OF CLINICAL EDUCATION
2016 SITE VISIT SCHEDULES**

CORE SITE VISIT SCHEDULE

Site Name	Location	Visit Date	Visit Time
Hastings Hospital	Tahlequah, OK	May 3, 2016	10:00am
McAlster Regional Health Center	McAlester, OK	May 9, 2016	9:30am
Medical Center of Southeastern Oklahoma	Durant, OK	May 9, 2016	2:00pm
Comanche County	Lawton, OK	May 10, 2016	4:00pm
INTEGRIS OKC	Oklahoma City, OK	June 1, 2016	1:00pm
INTEGRIS Bass Baptist	Enid, OK	May 18, 2016	12:00pm
Eastar Health System	Muskogee	May 3, 2016	1:00pm

PEDIATRIC SITE VISIT SCHEDULE

Site Name	Location	Visit Date	Status
Child & Adolescent Medical Services	Tulsa, OK	April 22, 2016	Complete
The Jenks House	Jenks, OK	May 4, 2016	Confirmed
Milestone Pediatrics	Tulsa, OK	May 5, 2016	Confirmed
South Tulsa Pediatrics	Tulsa, OK	May 11, 2016	Confirmed
The Children's Clinic	Muskogee, OK	May 12, 2016	Confirmed
Warren Clinic	Tulsa, OK	May 26, 2016	Confirmed
Milestone Pediatrics	Sapulpa, OK	June 1, 2016	Confirmed
Charles Mettry Clinic	Ada, OK	June 2, 2016	Confirmed
Little Axe	Norman, OK	June 9, 2016	Confirmed

PSYCHIATRY SITE VISIT SCHEDULE

Site Name	Location	Visit Date	Visit Time
Family & Children Services	Tulsa, OK	May 4, 2016	Confirmed
Strength of Mind	Tulsa, OK	May 10, 2016	Confirmed
Mind Spa	Tulsa, OK	May 18, 2016	Confirmed
Indian Health Care Resource Center	Tulsa, OK	May 20, 2016	Confirmed
Griffin Memorial	Norman, OK	May 25, 2016	Confirmed
Veteran's Administration	Tulsa, OK	June 1, 2016	Confirmed
Catoosa Hope	Catoosa, OK	June 6, 2016	Confirmed
Laureate	Tulsa, OK	TBD	Left Message

RURAL SITE VISIT SCHEDULE

Site Name	Location	Visit Date	Status
AllianceHealth Medical Group	Woodward	5/16/2016	completed
AllianceHealth Ponca City	Ponca City	5/2/2016	completed
Caldwell Family Clinic	Caldwell	5/19/2016	completed
Chickasaw Nation Medical Center	Ada	5/4/2016	completed
Choctaw Nation Health Care Center	Talihina	6/1/2016	schedule confirmed
Claremore Regional Hospital	Claremore		working on scheduling
Comanche County Memorial Hospital	Lawton	5/10/2016	completed
Cordell Family Medical Clinic	Cordell	5/23/2016	tenative schedule
Dewey Medical Center, Poteau, OK	Poteau	5/5/2016	completed
Doctors Clinic	Ardmore	5/11/2016	completed
Drumright Rural Health Clinic	Drumright	6/7/2016	schedule confirmed
Duncan Regional Hospital	Duncan	5/23/2016	tenative schedule
EASTAR Hospital - Muskogee	Muskogee	5/17/2016	completed
Eastern Oklahoma Medical Center	Poteau	5/5/2016	completed
Evans Clinic	Cleveland	6/7/2016	schedule confirmed
Fairview Family Clinic	Fairview	5/16/2016	completed
Falling Waters Medical Associates	Duncan	5/10/2016	completed
Family Medical Clinic of Western Oklahoma	Elk City	5/23/2016	tenative schedule
Family Practice - Vian	Vian	prior visit in April	will reschedule in July
Forrestal Family Clinic	Ardmore	5/11/2016	completed
Freeman Health System	Joplin	6/9/2016	schedule confirmed
Gastorf Family Clinic-Durant	Durant	5/4/2016	completed
Grady Memorial Hospital	Chickasha	5/25/2016	tentative schedule
Great Salt Plains Health Center	Cherokee	5/19/2016	completed
Herron Family Medical Clinic	Idabel	6/1/2016	schedule confirmed
Homestead Medical Clinic	Ardmore	5/11/2016	completed
Homestead Medical Clinic, Bristow, OK	Bristow	6/7/2016	schedule confirmed
Hugo Medical Clinic	Hugo	no students yet	new-will schedule in July
Integris Baptist Regional Health Center	Miami	6/9/2016	schedule confirmed
Integris Bass Baptist Health Center	Enid	5/18/2016	completed
Integris Family Care -Altus	Altus	5/11/2016	completed
Integris Family Medicine Clinic - Enid	Enid	5/18/2016	completed
Integris Family Medicine Clinic- Enid Health Center	Enid	5/18/2016	completed
Integris Northwest Family Medicine Clinic	Enid	5/18/2016	completed
Integris Southwest Med Ctr, Emergency Medicine	Oklahoma City	6/1/2016	scheduled-Nicole will go
Jackson County Memorial Hospital	Altus	5/12/2016	completed
Knapp, Stacey D.O. Office - Clinton	Clinton	5/24/2016	tentative schedule
Kroeker Family Care (Chouteau)	Chouteau	5/17/2016	completed
Mainstreet Medical Center	Poteau	5/5/2016	completed
McAlester Regional Health Center	McAlester	5/9/2016	completed
McCurtian Memorial Hospital	Idabel	6/1/2016	schedule confirmed
Medical Center of SE Oklahoma now Alliance Health Durant	Durant	5/4/16 & 5/9/16	both completed
Mercy Hospital Ardmore	Ardmore	5/11/2016	preceptor visit only
Newcastle Family Medicine	Newcastle	5/11/2016	completed
Northeastern Health System - Tahlequah	Tahlequah	5/13/2016	completed

Okeene Munciple Hospital	Okeene	new site	will schedule in July
Okmulgee Creek Nation Hospital	Okmulgee	5/31/2016	schedule confirmed
Physicians Clinic of Healdton	Healdton	5/11/2016	completed
Premire Pediatrics	Muskogee	5/17/2016	completed
Salyer, Thomas, D.O.	Idabel	6/1/2016	schedule confirmed
Sanford Children's Clinic	Duncan	5/10/2016	completed
SMH Redwood Clinic	Sallisaw	5/5/2016	completed
Southeast Clinic	McAlester	5/9/2016	completed
Spiro Family Medical Center	Spiro	5/5/2016	completed
St. Mary's Regional Medical Center	Enid	5/18/2016	completed
Stillwater Family Care	Stillwater	6/8/2016	schedule confirmed
Stillwater Medical Physicians Clinic	Stillwater	6/8/2016	schedule confirmed
Stillwater Dermatology Clinic	Stillwater	6/8/2016	schedule confirmed
The Family Clinic	Sallisaw	5/5/2016	completed
W. W. Hastings Indian Hospital	Tahlequah	5/3/2016	completed
Woodson Family Medical Clinic	Stigler		not scheduled yet
Woodward Clinics - Woodward	Woodward	5/16/2016	completed
Woodward Regional Hospital	Woodward	5/16/2016	completed
	Hydro	5/24/2016	tentative schedule



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE CLINICAL TRAINING SITE ASSESSMENT
FORM**

INSTRUCTIONS: This form is to be completed by the course coordinator during each site required clinical rotation training site visit. It is the responsibility of each of Course Coordinator to submit the completed assessment form to the Associate Dean for Clinical Education within three days of completing the site visit.

GENERAL SITE VISIT INFORMATION

Clinic Training Site Information	
Facility Name:	
Facility Location (City, State):	
Date of Site Visit:	

Rotations Currently Available (Check All That Apply)	OSU-COM Representatives In Attendance	Facility Representatives In Attendance
Required Pediatrics		
Required Psychiatry		
Core OB/GYN		
Core Medicine 1 & 2		
Core Surgery		
Rural Clinic		
Community Hospital 1		
Community Hospital 2		
Emergency Medicine		
RMT Selective		
RMT Sub-Internship		
RMT Community Clinic		

This Site Assessment Form was completed by:

OSU-COM Representative:	
Date:	

This Site Assessment Form was reviewed by:

Associate Dean Clinical Education:	
Date:	

**CLINICAL TRAINING SITE VISIT ASSESSMENT
&
CHECKLIST**

Did you tour the clinical training site during the visit?

Yes No

Did you formally present and discuss the OSU-COM mission and objectives?

Yes No

Did you provide the following information regarding the rotation that you oversee?

Current Rotation Syllabus	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Course Goals & Objectives	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access to Course Content (Texts, Lectures, videos, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
COMAT Performance Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Information Regarding Departmental Exams	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Site Evaluation Report	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you discuss the following items with the facility regarding availability?

Appropriate Level of Students Scheduled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Necessary & Appropriate Learning Resources (Space, technology, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quantity & Diversity of Patient Cases at the Clinical Training Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you discuss the following items with the facility regarding student and preceptor management?

Student Orientation Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student=Staff Relationship	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Levels of Supervision & Autonomy for Students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interprofessional Opportunities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Course Coordinator Observations-Comments

Level of preceptor interest in teaching	
Noteworthy equipment, procedures, treatments available	
Training Facility Strengths	
Training Facility Weaknesses	
Concerns Regarding Standards of Practice	
Site-Specific Recommendations	

Comments & Suggestions Provided by the Clinical Training Site During the Visit



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL TRAINING SITE VISIT ASSESSMENT POLICY & PROCEDURE**

In order to ensure the quality and consistency of the educational experiences for Oklahoma State University College of Osteopathic Medicine students and to meet the accreditation standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following process will be followed:

- At least yearly, each Clerkship Course Coordinator, or for Rural Medical Education, the Regional Coordinator on behalf of the Course Coordinator, for required rotations will make a site visit to each clinical training site.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with the information that includes, but is not limited to, the mission and Vision of OSU-COM, the updated rotation syllabus, rotation goals and objectives, and didactic, lecture, and other course materials and/or activities.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site staff, administration, and/or adjunct faculty with information regarding site-specific student performance, including COMAT and departmental exam score reports. Site-specific student performance will, where applicable, include a comparison with the student performance of OSU-COM as a whole.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with a student feedback report that includes summary data and comments from all completed student evaluations of the rotation.
- The Clerkship Course, or Regional Coordinator will discuss the number of students completing rotations at the clinical training site, and will determine if the site is currently over or under scheduled.
- The Clerkship Course, or Regional Coordinator will tour the clinical training site facilities in order to ensure that the clinical training site has the necessary and appropriate learning resources available to students, including space, technology and any other material as identified by the COM and/or Clerkship Course Coordinator.
- The Clerkship Course, or Regional Coordinators are required to complete the Site Assessment form for each site visit, which must immediately be submitted to the Director for Clinical Education.
- The Director for Clinical Education will compile all Site Assessments for each visit into a final site report that will be distributed to the members of the Year 3 & 4 Curriculum Coordination Committee, and will allot time for formal discussion and review of the report at the next regular meeting.
- Following the formal review and discussion of each report, the Year 3 & 4 Curriculum Coordination Committee will approve a list of recommendations by a majority vote. The Associate Dean for Clinical Education will certify final site reports, and will formally submit the report to the Curriculum Oversight Committee for review and approval.
- The Curriculum Oversight Committee will, through their formal procedures, review and approve the final site reports, and will submit them for review and, when necessary, action to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs, will approve all final site reports, and will determine what, if any action or remediation is required, and how it is to be implemented.
- The Office of Clinical Education will receive notification of required action, and will oversee its implementation process.
- The Associate Dean for Clinical Education shall present final site reports at the next regular meeting of the Council of Deans.



Title: FACILITIES PLANNING AND SPACE UTILIZATION COMMITTEE	Policy #: F001
Category: Facilities	Review Date: 12/08/2018
Effective Date: 12/08/2015	

PURPOSE:

The purpose of the Facilities Planning and Space Utilization Committee is to ensure the most effective utilization of OSU CHS physical resources and infrastructure to foster an environment that enhances the educational, research and patient care mission of OSU CHS.

POLICY:

It is the policy of Oklahoma State University Center for Health Sciences to establish and maintain a Facilities Planning and Space Utilization Committee (hereinafter referred to as the Committee).

Scope of Responsibility

The Committee shall be concerned with the inventory, assignment, planning, programming, design, acquisition, implementation, utilization, renovation, conversion, and ultimate disposition of the following elements:

- Land (owned and leased)
- Facilities
 - Office spaces
 - Clinic spaces
 - Research spaces
- Infrastructure
 - Pedestrian Movement
 - Vehicular Movement
 - Parking
 - Utilities
 - Other
- Outdoor Environment
 - Hardscapes
 - Softscapes
 - Campus Lighting
 - Communications
- Other
 - Marking and Identification Systems
 - Naming of University Facilities
 - Displaying Creative Works
 - Accessibility to All
 - Historical Heritage
 - Protection of the Environment



Title: FACILITIES PLANNING AND SPACE UTILIZATION COMMITTEE	Policy #: F001
Category: Facilities	Review Date: 12/08/2018
Effective Date: 12/08/2015	

- Local, Municipal, and Regional Integration

Standing membership of the Committee shall include:

- Chief Operating Officer (serves as Chairman)
- Provost / Senior Associate Dean
- Vice Provost / Associate Dean
- VP for Administration and Finance

Ad hoc membership of the Committee may include representatives from:

- Facilities Management
- Information Technology
- Safety
- Security
- Compliance

PROCEDURE:

I. Requests for Action

Individuals and departments shall present requests for Committee review and/or action by submitting written requests through their respective budget unit heads, who will then submit them to the Committee Chair.

A. Requests for physical renovations must include:

1. A written description or drawing of the proposed renovations
2. Budgetary impact including a source of funding for the proposed project
3. Desired timeline

B. Requests for relocations must include:

1. Identification of requested office, lab, storage, or clinical space with a list of employees/departments that will be affected
2. Written justification for the relocation, specifically how the relocation will contribute to student/employee success or meet strategic plan goals
3. Options for placement of dislocated parties resulting from the move

C. Requests for office or lab space for new employees:

1. Upon approval and at the opening of a newly formed position that requires previously undesignated office space, the hiring department shall notify the committee in writing of the need for new office space and the estimated start-date of the new hire



Title: FACILITIES PLANNING AND SPACE UTILIZATION COMMITTEE	Policy #: F001
Category: Facilities	Review Date: 12/08/2018
Effective Date: 12/08/2015	

D. Requests for intra-departmental office moves:

1. Employee moves within a department remain at the discretion of the budget unit head. However, the request for the move should be made to the committee chair no later than seven business days in advance of the move to allow the proper scheduling of facilities management and information technology staff

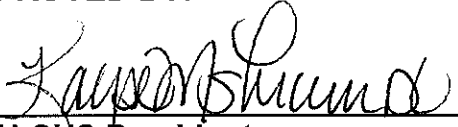
II. Meetings

The Chair of the Committee shall call periodic Committee meetings, receive and address inquiries from the various campus communities, publish meeting agendas, and record minutes of the meetings.

III. Committee Relationships

The Committee may, from time to time, create standing or special purpose subordinate committees to address topical questions concerning any aspect of the physical resources of the University. In addition to seeking the advice of such subordinate committees, the Committee will work closely with other related campus committees and units for the purpose of developing unified and harmonious campus concepts throughout the university.

APPROVED BY:



OSU-CHS President



OSU-CHS Chief Operating Officer

REFERENCES:

Adapted from OSU-Stillwater Policy # 1-0123



America's Brightest **ORANGE**™

Request for Room Renovation, Space or Change of Function

- o Select the appropriate item from the menu on the left.
- o Complete the form in its entirety.
- o Attach any supporting documentation as needed.
- o Submit the form by clicking the submit button. You will receive a copy of the submittal to the email address provided.

Room Renovation

Contact Information		
Requesting Department: Research Office		Date of Request: May 26, 2016
Contact Name: Terry Brown	Contact Phone: (918) 561-1408	Contact Email: terry.j.brown@okstate.edu

Request for Renovation of Space

Provide building name and room number(s) of the room(s) to be renovated. Use the Choose File button to upload any applicable drawings. It is not necessary to provide detailed drawings as Facilities will develop if approved.

No file chosen

Take a moment and describe the reason for the renovation. What are the implications if the renovation is not approved?

Please describe the renovation need in detail. Address special requirements such as plumbing, electrical, etc. It is not necessary to provide detailed drawings as Facilities will develop if approved.

Space will be used for:

- Office
- Research Lab
- Storage
- Other

Will you need additional furnishings?

- Yes
- No

Funding Information

What is the source of funds for the renovation?

- College
- Department
- Division VP
- Funds Not Identified
- Grant
- Other

How much is available to commit to the project?

Authorization Signatures

Department Chair or Director	Date

**CHARTER OF THE GENERAL FACULTY AND
THE FACULTY SENATE
OKLAHOMA STATE UNIVERSITY
COLLEGE OF OSTEOPATHIC MEDICINE
Tulsa, Oklahoma**

PREAMBLE

The General Faculty of the Oklahoma State University College of Osteopathic Medicine (OSU-COM) has adopted the following Charter to assist in the orderly conduct and governance of its affairs, to ensure due process, and to facilitate faculty-administration division of labor and reciprocally supportive collaboration in achieving our goals and purposes.

ARTICLE I

NAME

The name of this organization shall be: “The General Faculty of the Oklahoma State University College of Osteopathic Medicine”.

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES

Section 1. Academic Affairs

The General Faculty is concerned with the welfare of the academic community and shall therefore recommend policies and procedures concerning the whole College in matters to include:

- (a) educational policies and procedures for admissions, courses, curricula, academic standards, schedules, academic calendar, learning resources, research, programs of instruction, and educational procedures and innovations;
- (b) policies and procedures for student affairs and auxiliary services, student regulations and discipline, academic freedom, advisement, counseling, safety and security.

Section 2. Fiscal Affairs and Planning

The General Faculty also shall advise concerning:

- (a) policies and procedures directly affecting members of the faculty including budgeting of funds, faculty and administrative appointments, continuing education of the faculty, sabbatical leave, benefits, promotion, tenure, retirement, and other functions affecting faculty morale;
- (b) long range planning involving the goals, development, and growth of the College including educational, innovative and building programs, and allocations of resources.

ARTICLE III

MEMBERS

Section 1. Members

The membership of the General Faculty of OSU-COM shall be composed of full-time and part-time faculty members with the rank of instructor or above.

Section 2. Voting Rights

Full-time faculty and part-time faculty with at least 0.50 FTE will have voting rights.

Section 3. Proxy

No votes shall be cast by proxy.

Section 4. Voting by Mail

Voting by mail or electronically is permitted if approved by the Faculty Senate unless otherwise mandated by the Charter of the General Faculty and the Faculty Senate, Bylaws of the General Faculty, or Bylaws of the Faculty Senate.

ARTICLE IV

POWERS

Section 1. Governance Powers

The General Faculty and Faculty Senate shall operate under the procedures set forth herein.

Section 2. Exercise of Powers

These governance powers shall be exercised either by the General Faculty or by the Faculty Senate (see Article VII). The General Faculty shall establish its Operational Procedures and Bylaws.

Section 3. Accountability of Senate

The Faculty Senate shall be subject to the orders of the General Faculty and none of the acts of the Senate shall conflict with actions taken by the General Faculty.

ARTICLE V

OFFICERS

The Officers of the General Faculty shall be the Officers of the Faculty Senate (see Article VII. Sect. 2) and the Chief Academic Officer who shall preside over all meetings of the General Faculty. These officers shall perform the duties prescribed by this Charter by the parliamentary authority adopted by the General Faculty, and any other activities necessary to achieve the objects of the General Faculty of OSU-COM.

ARTICLE VI

MEETINGS

Section 1. Meetings

The General Faculty will meet at least once each semester. The agenda of the Fall meeting routinely includes: 1) Report by the Chief Academic Officer; 2) Report by the President of the Faculty Senate, and 3) Introduction of new faculty. The Spring meeting routinely includes: 1) A State of the College message by the Chief Academic Officer; 2) A State of the Faculty message by the President of the Faculty Senate to review faculty committee actions and proposed directions for faculty efforts; 3) An open forum for discussion of agenda items approved by the Faculty Senate; 4) Approval of students for promotion and graduation; 5) Election of members of the Faculty Senate, President-elect of the Faculty Senate, members of the Promotion and Tenure Committee, and members of the Curriculum Oversight Committee.

Section 2. Special Meetings

- (a) Special meetings may be called by 1) the Faculty Senate, 2) the Chief Academic Officer, or 3) written petition of a majority of faculty having voting privileges as defined in Article III, Section 2.

- (b) The purpose of the meeting shall be stated in the call.
- (c) Every faculty member shall be offered notice.
- (d) Except in cases of emergency, at least seven (7) days notice shall be given, and the meeting shall be called within thirty (30) days of presentation of a petition.

Section 3. Quorum

A quorum shall consist of a majority of faculty who have voting rights.

ARTICLE VII

THE FACULTY SENATE

Section 1. Members

- (a) Membership shall be elected from the General Faculty who have voting rights.
- (b) Persons holding administrative positions of Assistant Dean or above shall not be eligible for election as Senate members.
- (c) Officers and members of the Faculty Senate shall total nine (9).

Section 2. Officers

- (a) The Officers of the Faculty Senate shall be: 1) the President, 2) the President-elect, 3) the Secretary, 4) the Sergeant at Arms/Treasurer, and 5) the Past-President. These 5 officers will constitute the Executive Committee.
- (b) No member shall hold more than one office at a time, or shall serve more than two consecutive terms in the same office.
- (c) Only faculty members who have had at least two years of faculty service at the College shall be eligible to hold an elected office of the Faculty Senate.
- (d) Persons holding administrative positions of Assistant Dean or above are not eligible for election as Senate Officers.

Section 3. Election of Officers and Members

- (a) Members of the Faculty Senate shall be elected by written ballot for two (2) year terms.

- (b) Elections of the President-elect shall be conducted annually by and from among the faculty having voting rights as defined in Article III, Section 2. The President-elect shall be elected by a written ballot by voting members of the General Faculty for a one (1) year term. The President-elect shall assume the duties of the President the following year.
- (c) The Past-President of the Faculty Senate shall continue as a member of the Faculty Senate for a one (1) year term.
- (d) The OSU-COM Representative to the Faculty Council at OSU shall be one of the nine (9) voting members of the Senate.
- (e) The election of the President-elect and members of the Faculty Senate shall be conducted on or before June 1. Ideally, there shall be member parity of biomedical and clinical sciences. Installation shall be effective June 1.
- (f) The election of the Secretary and the Sergeant at Arms/Treasurer shall be from Faculty Senate membership by the members of the Faculty Senate.

Section 4. Powers

- (a) The Faculty Senate shall exercise the governance powers of the General Faculty as delegated by the General Faculty.
- (b) The Faculty Senate shall conduct the affairs of the General Faculty between the latter's meetings, make recommendations of the General Faculty, and perform such other duties as are specified in the Charter and Operating Procedures or Bylaws, and/or are necessary to achieve the objectives of the General Faculty.
- (c) Any member of the General Faculty may bring matters relating to governance before the Assembly of the General Faculty or the Faculty Senate by written request.
- (d) The Faculty Senate shall determine its own rules, procedures, times and place of meetings, and regulations governing its internal affairs.
- (e) The Faculty Senate shall establish its Operational Procedures and Bylaws.

Section 5. Meetings

The Faculty Senate shall meet each month except July and August. If matters of import arise during July or August, the Executive Committee will be empowered to act on them. All actions taken will be brought to the full Faculty Senate in September for ratification.

Section 6. Dues/Senate funds

Dues may be requested of the members of the General Faculty by a vote of the Senate with the concurrence of a majority of faculty voting in the College. The Senate shall not initiate such a

process more than once in any one year. All Senate funds shall be deposited in a College Special Agency Account, credited to the Senate, and expended upon the signature of the President of the Faculty Senate and by majority consent of Senate Officers.

ARTICLE VIII

COMMITTEES

Section 1. Selection of Membership

Faculty members and faculty chairs of committees will be selected from the voting membership of the General Faculty.

Section 2. Standing Committees

(a) College-wide Committees

College-wide Committees include the following: 1) Academic Standards, 2) Learning Resources, 3) Student Affairs, 4) Student Selection, 5) Continuous Quality Improvement, 6) Continuing Medical Education, and 7) Research. Faculty members and faculty chairs of these committees are recommended by the Faculty Affairs Committee in consultation with the Chief Academic Officer, and appointed by the Faculty Senate.

(b) Faculty Senate Committees

Faculty Senate Committees include the following: 1) Faculty Affairs, 2) Budget and Benefits, 3) Promotion and Tenure, and 4) Curriculum Oversight Committee. Faculty Senate Committee members will be selected from the membership of the General Faculty. The Faculty Affairs and Budget and Benefits committees and their chairs are recommended by the Faculty Affairs Committee and appointed by the Faculty Senate. Promotion and Tenure Committee members are elected by the General Faculty during the General Faculty meeting in the Spring.

(c) Regulatory Committees

Regulatory Committees include the following: 1) Affirmative Action, 2) Institutional Review Board, 3) Institutional Animal Care and Use, 4) Committee on Students with Disabilities, 5) Institutional Biosafety, and 6) Chemical Hygiene & Radioisotope Use. Faculty members and faculty chairs of these committees are recommended by the Faculty Affairs Committee in consultation with the Chief Academic Officer, and appointed by the Faculty Senate.

Section 3. Special/Ad Hoc Committees

There shall be such special/ad hoc committees as the General Faculty and/or the Faculty Senate shall from time to time deem necessary to carry on the work of the General Faculty.

ARTICLE IX

LIAISON WITH ADMINISTRATION

Section 1. Function

The Faculty Senate will advise the Chief Academic Officer and other administrative officers of the College in relation to matters of interest and import to OSU-COM. These areas may include teaching and curriculum, research, health sciences, public service, libraries, budgetary planning, faculty, personnel, intra-college relations, interrelations between health delivery centers in the community, College operations, and College projects.

Section 2. Disposition of Requests for Action

Written requests from the Faculty Senate to the Chief Academic Officer of OSU-COM or from the Chief Academic Officer of OSU-COM to the Faculty Senate shall be answered in writing within thirty (30) calendar days. The report shall include rationale for actions taken or not taken.

ARTICLE X

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the General Faculty and the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with this Charter and any special rules of order which the General Faculty may adopt.

ARTICLE XI

AMENDMENT OF THE CHARTER

Section 1. Amending

This Charter may be amended with the following procedure:

- (a) Amendments to this Charter can be proposed by any committee or member of the General Faculty and shall be submitted to the Faculty Senate for review and approval.

(b) Amendments approved by the Faculty Senate shall be submitted to members of the General Faculty at least (fifteen) 15 days prior to a vote of the General Faculty.

(c) Amendments must be approved by a two-thirds (2/3) vote of the General Faculty.

Section 2. Effective Date

Amendments to this Charter shall be effective after approval by the General Faculty and the Chief Academic Officer.

ARTICLE XII

ADOPTION

This Charter shall become effective after it has been approved by the faculty and Board of Regents.¹ Faculty approval shall consist of a majority of General Faculty voting by written ballot.

¹Charter approved by the Board of Regents, January 10, 1985.

Revised Charter approved by the General Faculty on November 29, 1990,
and by the Chief Academic Officer, on December 13, 1990.


Revised Charter approved by the General Faculty on May 15, 2003
and by the Chief Academic Officer on June 6, 2003.

Revised Charter approved by the General Faculty on May 13, 2009.

Revised Charter approved by the General Faculty on September 16, 2013 and by the Chief
Academic Officer on July 25, 2013.

Signature Routing Coversheet – APPROVAL

Policy and Procedure: Oklahoma State University **College of Osteopathic Medicine** (OSU COM); Student Graduation Requirement Verification and Recommendation by Faculty; March 2016

 3/17/16

Alexander Rouch, Ph.D., Chair, OSU-COM Academic Standards Committee Date

 5/17/16

Sarah Hall, D.O., President, OSU-CHS Faculty Senate Date

 5/16/16

William Pettit, D.O., Provost and Senior Associate Dean for Academic Affairs Date

Policy and Procedure:
Student Graduation Requirement Verification and Recommendation by Faculty
February 15, 2016

In the American Osteopathic Association Commission on Osteopathic College Accreditation Standards and Procedures dated July 1, 2015, Standard Two: Governance, Administration and Finance 2.2, the following is referenced: “The governing body will confer the degree Doctor of Osteopathy (D.O.) or Doctor of Osteopathic Medicine (D.O.) upon those students who have satisfactorily completed the

In order to ensure that students have met all graduation requirements and have been recommended for graduation by faculty, and to meet the standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following processes will be followed:

- The Registrar will verify that each student has completed all requirements for graduation. A Graduation Clearance Worksheet (see Attachment A and Attachment B for examples) will be completed for each student and then maintained in each student’s permanent academic record. The Graduation Clearance Worksheet will be updated annually to ensure that it is accurate with regard to curricular requirements.
- Prior to or during the Spring General Faculty Meeting, the Chair of the Academic Standards Committee will provide all voting members of the faculty with a list of potential graduates.
- The faculty will vote on the approval of the students for graduation.
- The Chair of the Academic Standards Committee informs the Registrar and the Provost and Senior Associate Dean for Academic Affairs of the outcome of the vote (i.e., who is recommended to graduate and who is not).
- Students that have met all requirements and have been recommended by the faculty graduate and those that have not met all requirements and/or have not been recommended by the faculty do not graduate. Students with pending requirements may be recommended for graduation by the faculty contingent upon the completion of those requirements.

Note – A flow chart of this process can be found as Attachment C.

Attachment A
OSU-COM Class of 2016
Graduation Clearance Worksheet

Name: _____

MS I Year:

19 hours fall _____
21 hours spring _____

MS II Year:

22 hours fall _____
23 hours spring _____

Required Rotations:

CLME 9115 Med I _____
CLME 9125 Med II _____
CLME 9175 OB/GYN _____
CLME 9195 Surgery _____
CLME9155 Peds _____
CLME 9165 OMM _____
CLME 9185 Psychiatry _____
CLME 9235 Health Care Clinic _____
CLME 9245 Community Clinic _____
CLME 9145 Rural Clinic _____
CLME9255 Emergency Med _____
CLME 9215 Comm Hospital _____
CLME 9225 Comm Hosp II _____
Did. WK 1-4 _____

Electives:

2 Primary Care (Pri Elect I & II) _____
Electives I___ II___ III___ IV___ V___ VI___

COMLEX 1, 2CE, 2PE successfully passed _____

Signature of Person completing clearance _____

Initial:

Registrar _____

Director of Clinical Education _____



Attachment B
OSU-COM Class of 2016
Graduation Clearance Worksheet – Rural Medical Track

Name: _____

MS I Year:

19 hours fall _____

21 hours spring _____

MS II Year:

22 hours fall _____

23 hours spring _____

Required Rotations:

CLME 9115 Med I _____

CLME 9125 Med II _____

CLME 9175 OB/GYN _____

CLME 9195 Surgery _____

CLME9155 Peds _____

CLME 9165 OMM _____

CLME 9185 Psychiatry _____

CLME 9235 Health Care Clinic _____

CLME 9245 Community Clinic _____

CLME 9145 Rural Clinic _____

CLME9255 Emergency Med _____

CLME 9215 Comm Hospital _____

CLME 9225 Comm Hosp II _____

Did. WK 1-4 _____



Electives/RMT Requirements:

Electives I _____ II _____ III _____

Selectives I _____ II _____ III _____ IV _____

Sub-Internships I _____ II _____ III _____

Rural Med Care _____ SRE _____ Perspectives _____

COMLEX 1, 2CE, 2PE successfully passed _____

Signature of Person completing clearance _____

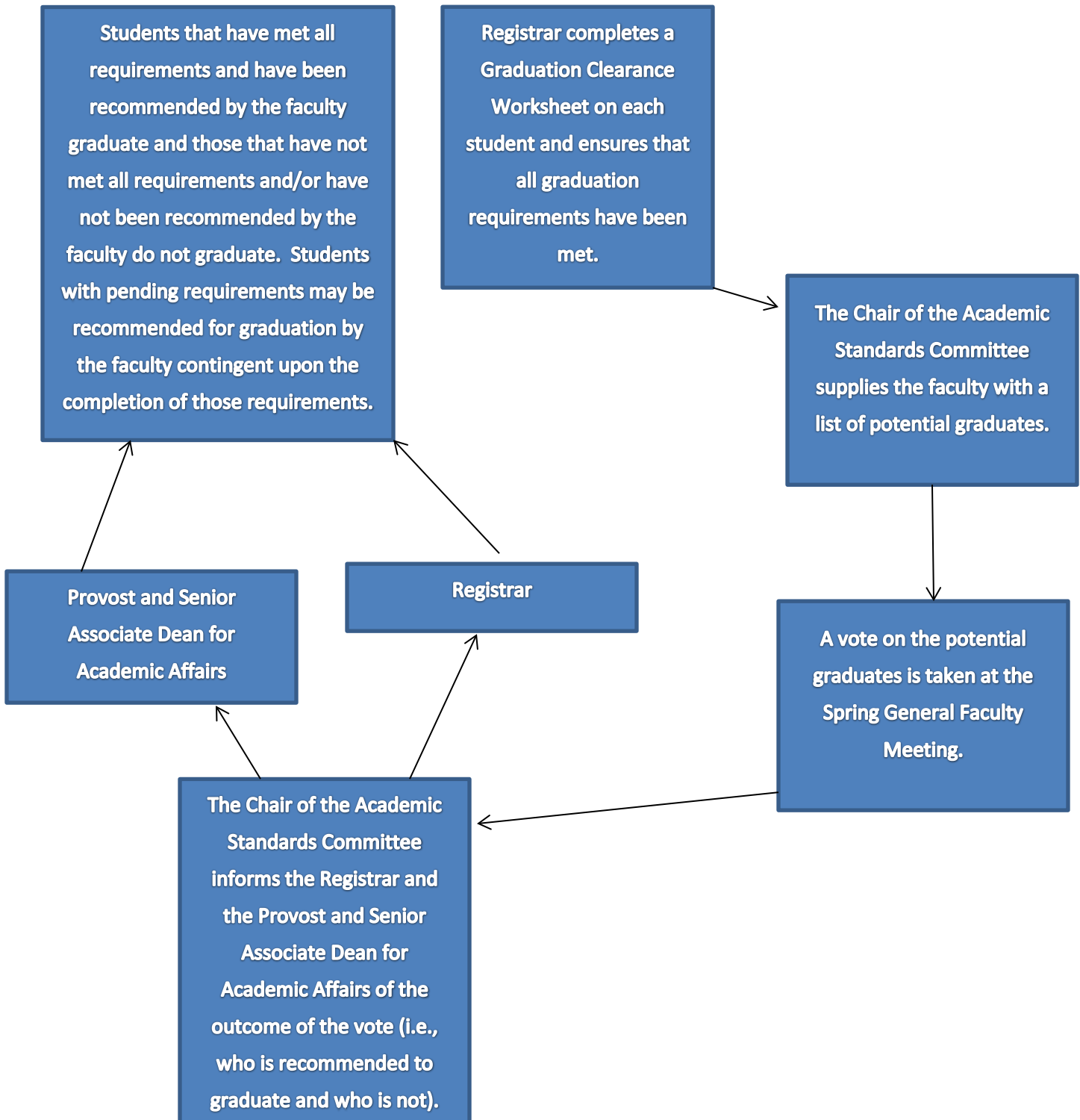
Initial:

Registrar _____

Director of Rural Medical Education _____

Attachment C

Flow Chart of the Process



Faculty Adequacy Model Documentation

OSU-COM has sufficient and appropriately trained faculty to meet its mission and vision. The faculty adequacy model is designed to meet the mission and vision of OSU-COM. The mission and vision of the OSU-COM can be found at the following link:

<http://www.healthsciences.okstate.edu/about/missionvision.php>

A faculty adequacy model is necessary to determine if the COM has faculty to meet the mission and vision of the school. The following methodology was used to calculate the faculty adequacy model.

Assumptions for the OSU-COM faculty adequacy model include the following:

- The definition of a full time faculty load is based on best practices
 - Our full time load is 1800 hours/year
 - (40 hours/week x 52 weeks/year) – Vacation & holiday hours = 1800 hours/year
- The definition of Clinical Adjunct Faculty: 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; classroom, clinical skills training and small group activities primarily in the 1st and 2nd years and more emphasis on clinical experience and teaching at the bedside during the 3rd and 4th years.
- Annual evaluations are utilized full time faculty to provide actual FTEs for:
 - Teaching, Research, Service/Outreach, and Administration
- Site availability is utilized to provide student rotation capabilities

The process for calculating the faculty adequacy model follows the following steps:

Step 1. Determine the distribution of faculty by category (Biomedical and Clinical).

- a. These faculty numbers are available from the office of Academic Affairs.
- b. Our calculations for Step 1 are as follows:

Table 1 shows the distribution of tenure track and clinical-educator track faculty for both groups of faculty. There are 25 biomedical and 25 clinical tenure track faculty. In addition, there are 59 clinical-educator track faculty and 560 clinical adjunct faculty members.

Table 1: Faculty Distribution

Faculty	Tenure Track	Clinical-Educator Track	Total
Biomedical	25	-	25
Clinical	25	59	84
Adjunct			560*
		Total	669

* Approved adjunct faculty as of 5/27/2016

Step 2. Determine the FTE for Biomedical and Clinical faculty.

- a. These faculty numbers are available from the Office of Academic Affairs. It is assumed that 1 FTE includes teaching, research, and service/outreach and in some cases administration
- b. Our calculation for Step 2 are as follows:

The full-time faculty equivalents are updated on an annual basis during each faculty member's annual review. Table 2 shows a summary of this data. Data is recorded in the 5 categories shown. As shown in the solid orange rectangle, the biomedical and clinical faculty devotes 30-34% of their time for teaching. The column highlighted by the dashed orange rectangle represents the FTE for research. The biomedical faculty devotes significantly more time to research: 39% vs. 13% for clinical faculty. These data are used to determine instructional capacity and research capacity. The numbers in the table are listed as the percent of total FTE for each category. The sum of each row is 100%.

Table 2: FTE for Faculty

Faculty Type	Teaching	Research	Service/Outreach	Clinical	Administration
Biomedical*	34	39	16	1	10
Clinical*	30	13	8	27	22

Step 3. Determine the number of faculty hours for instruction (instructional capacity) in the medical and graduate programs.

- a. The calculation for instructional capacity follows best practice:
 $(\text{Number of faculty}) \times (\text{Full-time load}) \times (\text{FTE for teaching})$
- b. Our calculation for Step 3 are as follows:

Table 3 shows faculty instructional capacity. Faculty instructional capacity is highlighted in orange. There are 15,300 hours available for biomedical instruction and 45,360 hours available for clinical instruction based on our model and full time equivalents assigned to each faculty member.

Table 3: Instructional Capacity*

Faculty	Number	x	Full time Load (Hours)†	x	%FTE	=	Instructional Capacity
Biomedical	25	x	1,800	x	.34	=	15,300
Clinical*	84	x	1,800	x	.30	=	45,360
Total							60,660

*400 clinical adjunct faculty participate in the instructional program as needed and paid on an hourly basis

Step 4. Determine faculty adequacy for teaching.

- a. The calculation of teaching adequacy is determined by subtracting the number of hours of teaching in the medical and graduate programs from instructional capacity
- b. Our calculation for Step 3 are as follows:

Taking instruction capacity from Table 3 shown in the solid orange rectangle, and subtracting the total number of hours required to deliver the medical and graduate curriculum you end up with positive numbers (see Table 4 below) shown in the column highlighted in dashed orange. This demonstrates we have surplus faculty time devoted to teaching. The hours for the medical curriculum were originally taken from Tables 10 and 11, page 21 of the COCA approved substantive change document. This data was recently reviewed and updated to include changes in the medical program since the new curriculum was implemented (see Table 6 at the conclusion of this document). It is important to note that the clinical adjunct faculty hours available for instruction were not included in Table 3. This is due to the fact that this faculty category does not have required FTE for medical instruction. The clinical adjunct faculty are engaged with OSU-COM and actively participate in medical instruction as needed and are paid for classroom teaching on an hourly basis. The clinical adjunct faculty currently provide 11,792 hours for medical instruction in the first two years of the curriculum. Therefore, the 45,360 hours show in table 4 for clinical instruction capacity underestimates the actual number of clinical hours available for instruction at OSU-COM because it does not include hours contributed by the clinical adjunct faculty. The model was built this way to demonstrate that the first two years of the curriculum could be delivered by full time faculty at OSU-COM.

In conclusion, our faculty capacity for teaching exceeds the hours required for delivering the medical curriculum. Therefore, there are sufficient faculty for medical instruction in years 1 & 2.

Table 4: Faculty adequacy for instruction

	Instruction Capacity*	-	(Medical [†]	+	Graduate [‡])	=	Additional Instruction Hours
Biomedical	15,300	-	(6,129	+	5,000)	=	+4,171
Clinical	45,360	-	(18,944	+	0)	=	+26,416

Step 5. Determine Clerkship Adequacy in Years 3&4

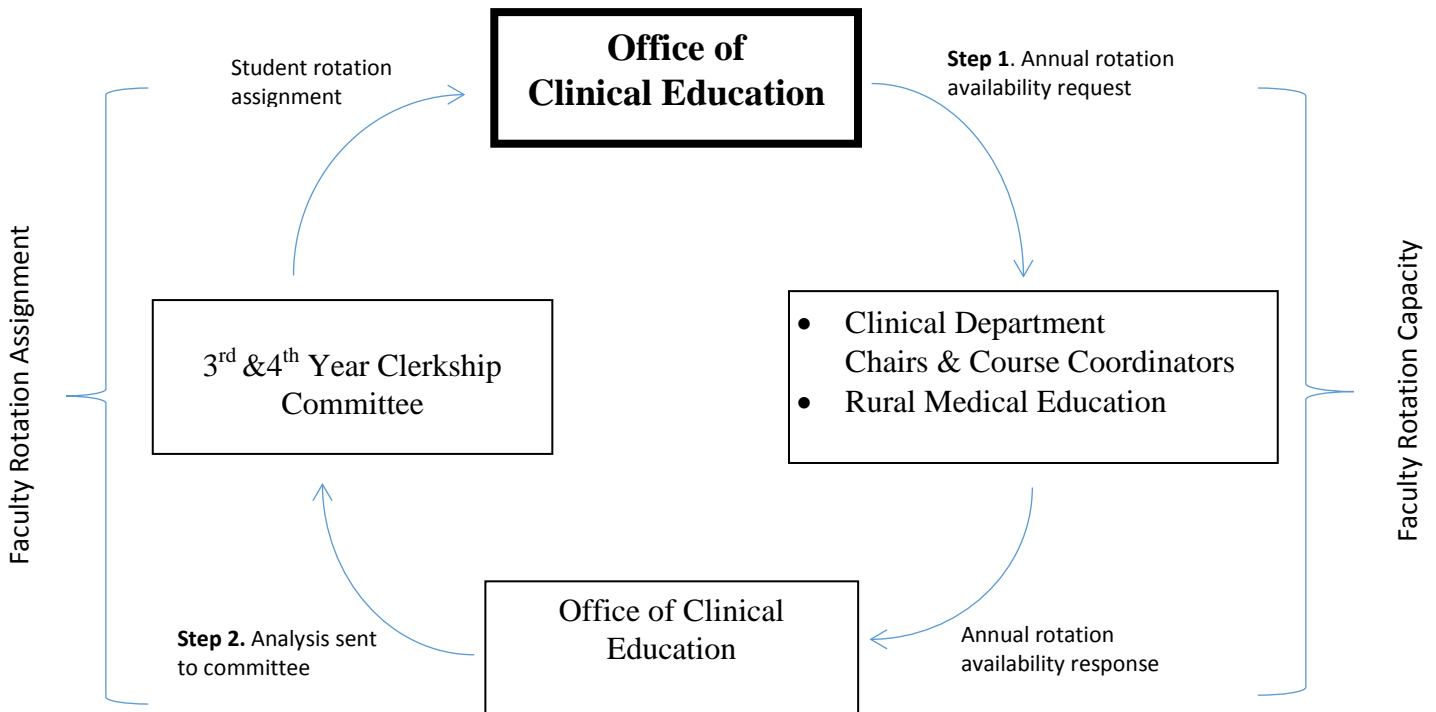


Figure 1. Steps in clerkship adequacy model

Step 5a. Faculty availability for Years 3&4

The Director for Clinical Education announces the timing, target, and deadline for collecting availability from our affiliated clinical education sites to the clinical course coordinators. Clinical course coordinators contact the affiliated clinical education sites for their rotation availability in order to determine the maximum number of students that can be scheduled at the site, and when those rotations can, and cannot, be scheduled. Through this process, each affiliated clinical education site determines student volume and distribution based on their assessment of available resources and capabilities. OSU-COM does not schedule more than the maximum number of students for any affiliated clinical education site.

Step 5b. Assessment of Faculty and Sites for Years 3&4

The adequacy of student numbers for required rotations at our affiliated clinical education sites is also assessed during the required annual site visits. This process ensures that each site has the capacity (resources) to handle the student rotations and that the students will have a quality experience at each site. During the preparation for each visit the Office of Clinical Education and the clinical course coordinators construct a summary report that includes site-specific student performance on COMAT and departmental exams that are compared with the overall performance of the entire class, student responses to the required evaluation of the rotation, and student-submitted comments. Summary reports are formally presented during each required site visit. The clinical course coordinators also collect and document information regarding learning resources and site strengths and weaknesses, and they are required to address any/all questions, comments, and concerns.

Step 5c. Faculty Adequacy for Years 3 & 4.

Current class size is 115 students. Therefore, for year 3 of the curriculum, a minimum of 1,495 student rotations are required (115 students x 13 rotation blocks/year = 1,495 student rotations). For year 4 of the curriculum, the minimum number is 1,035 student rotations (115 students x 9 rotation blocks/year = 1,035 student rotations). To provide a safety factor for students repeating rotations, OSU-COM plans for the possibility of 170 total students rotating through the system. As a result, we have a maximum capacity of 2,210 student rotation sites for year 3 and 1,530 for year 4.

OSU-COM has 25 tenure-track clinical faculty members, 59 educator track clinical faculty and over 560 clinical adjunct faculty members. OSU-COM regularly uses only 200 clinical adjunct faculty members to meet the maximum student rotation needs. This leaves an excess of clinical adjunct faculty members to meet any additional needs. Therefore, OSU-COM has adequate faculty to meet the educational needs of the Years 3 & 4 clerkships.

Step 6. Determine faculty adequacy for research.

- a. The calculation for research capacity follows best practice:
(Number of faculty) x (Full-time load) x (FTE for research)
- b. Our calculation for Step 6 are as follows:

Faculty research capacity is determined by the same method used to determine instruction capacity. Research capacity (Table 5) shown in the column highlighted in orange. There are over 17,000 hours/year allocated for research by biomedical faculty and approximately 6000 hours/year for clinical faculty. These data support the conclusion that our faculty has adequate hours for research. Evidence to support this comes from our research productivity. Examples of this evidence are listed below.

- Approximately 31 faculty members are actively engaged in research
- The OSU-COM Office of Research manages research grant and contract funds from various sources (local, state and federal)
- Currently, six faculty members have OSU Office of Provost Interdisciplinary Research grants and/or internal research funding
- *Web of Science* H-index: 46% of faculty published articles and manuscripts between 2007 and 2014

Table 5: Adequacy of research capacity

Faculty	Number	x	Full time Load (Hours)†	x	%FTE	=	Research Capacity (Hours)
Biomedical	25	x	1,800	x	.39	=	17,550
Clinical*	25	x	1,800	x	.13	=	5,850
						Total	23,400

In conclusion OSU-COM has sufficient faculty to meet the educational and research mission of the college. This data has been submitted and approved by the Council of Deans.

Table 6: Summary of Faculty Teaching hours required to teach the first two years of the curriculum

Course	Faculty Hours			Total Hours
	Biomedical	Clinical	Adjunct	
Year 1 Fall				
Osteopathic Manual Medicine I (2)	0	590	1040	1630
Developing the Physician I (4)	100	292	564	956
Clinical Anatomy (6)	3231	80	0	3311
Foundations in Medical Biochemistry (2)	220	0	0	220
Foundations in Medical Cell Tissue Biology (2)	220	0	0	220
Foundations in Medical Genetics, Molecular Biology & Development (3)	330	0	0	330
Foundations in Medical Immunology (1)	110	0	0	110
Foundations in Medical Pharmacology (1)	110	0	0	110
Foundations in Medical Microbiology (1)	110	0	0	110
Year 1 Spring				
Osteopathic Manual Medicine II (2)	0	578	1052	1630
Clinical Skills I (3)	0	535	1344	1879
Developing the Physician II (4)	100	292	564	956
Cardiovascular System (4)	179	112	252	543
Hematology System (3)	138	83	180	401
Genitourinary System (3)	138	73	144	355
Respiratory System (3)	171	89	216	476
Focus Course in Lab Medicine (1)	0	108	0	108
Focus Course in Geriatrics (1)	0	108	0	108
Year 2 Fall				
Osteopathic Manual Medicine III (2)	0	578	1052	1630
Clinical Skills II (2)	0	530	1344	1874
Developing the Physician III (4)	100	292	564	956
Health Care Foundations (2)	0	216	0	216
Gastrointestinal/Hepatic System (3)	161	87	180	428
Nervous System (6)	266	149	180	595
Psychiatry System (3)	55	181	108	344
Focus Course in Rural Health (1)	0	108	0	108
Focus Course in Pediatrics (1)	0	108	0	108
Year 2 Spring				
Osteopathic Manual Medicine IV (2)	0	578	1052	1630
Clinical Skills III (2)	0	530	1344	1874
Endocrine System (3)	146	105	216	467
Musculoskeletal/Skin/Connective System (3)	98	91	180	369
Reproductive System (3)	96	145	216	457
Integrative Systems Review (2)	50	298	0	348
Focus Course in Addiction Medicine (1)	0	108	0	108
Focus Course in Obesity Medicine (1)	0	108	0	108
Total	6129	7152	11792	25073

Teaching hours required to deliver the first two years of the curriculum were originally prepared for the substantive change application (Tables 10 and 11, page 21 of the COCA approve substantive change document). This table has been updated to include changes in the medical curriculum since implementation started in 2013.

Oklahoma State University College of Osteopathic Medicine

A. Mission, Vision, and Goals

Mission

Oklahoma State University College of Osteopathic Medicine educates osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

Vision

Oklahoma State University College of Osteopathic Medicine will be recognized for:

- Fulfilling the health care needs of rural and underserved Oklahoma
- Producing graduates who are dedicated, effective, and compassionate community leaders
- Providing excellent care and health-related community service
- Being a leader and innovator in education
- Being the medical school of choice

Goals and Objectives

The Oklahoma State University College of Osteopathic Medicine will pursue goals in the areas of education, research and service.

Education

- Use best practices in graduate and medical education to provide state-of-art learning
- Be leaders, innovators and scholars in medical education
- Demonstrate and evolve the principles and practices of Osteopathic Medicine
- Increase the number of existing residency and training programs in Oklahoma focusing on rural and underserved areas.

Research/ Scholarship

- Actively pursue basic, clinical, and education research
- Develop new strategies of health care delivery with an emphasis in rural and underserved Oklahoma
- The COM will participate in and enable scholarly activity to advance knowledge of health care, osteopathic medicine / osteopathic manipulative medicine and in the sciences and technologies that will shape medicine, science, and education.

Service

- Improve the health and well-being of rural and underserved populations
- Work with the community and clinical affiliates to promote and provide distinctive osteopathic health care, including osteopathic manipulative medicine



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL AFFILIATION AGREEMENT
TRACKING PROGRAM**

As outlined in the Clinical Affiliation Agreement Policies and Procedures, the Office of Clinical Education shall be responsible for the organization, management, and tracking of all OSU-COM agreements. In order to meet the requirements outlined in that policy, as well as those required by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following Clinical Affiliation Agreement Tracking Program shall be implemented.

Assessment of All Affiliation Agreements

The Office of Clinical Education is required to complete an immediate assessment of the affiliation agreement status for all sites that currently accept students for required rotations. This initial assessment shall be completed no later than May 15, 2016.

Upon completion of the affiliation agreement assessment, the Office of Clinical shall begin the process of getting fully executed affiliation agreements in place for all sites that currently accept students for required rotations if the existing agreement is more than 60 months old, or if there is no agreement in place. Furthermore, the Office of Clinical Education is required to send a letter announcing the termination of agreements for sites that are no longer utilized, or, for elective rotations, those sites that have had no OSU-COM student recently scheduled.

In the event that a fully executed renewal agreement for a current required rotation site, or if the site terminates the agreement, the Office of Clinical Education shall immediately notify the relevant clinical department, and begin the process for updating the rotation site(s) for affected students.

Affiliation Agreement Tracking Program Setup

The Office of Clinical Education is responsible for the management and tracking of all OSU-COM affiliation agreements with clinical teaching sites. The initial setup and design of this tracking program shall:

- Create an accurate list of all current clinical sites that accept OSU-COM students for required rotations
- Indicate the current agreement status for each clinical site by documenting the following information:
 - Agreement Current (Must Include the Required Date of Renewal)
 - Agreement Renewal Request Sent (Must Include the Request Date)

The current standard OSU-COM affiliation agreement provides a 90-day notice requirement for agreement renewal requests and/or terminations.

The Office of Clinical Education is further required to put in place a process for organizing, categorizing, and storing all affiliation agreements in both hardcopy and electronic formats. All electronic copies are to be PDF files, which are to be saved only on the Clinical Education group drive using a standard naming format. During this process, the Office of Clinical Education shall, for each clinical teaching site, include a list of all required rotations available, as well as a complete roster of all preceptors and adjunct faculty that are covered under each agreement.

Administration of the Affiliation Agreement Tracking Program

The Office of Clinical Education has determined that the most effective and efficient method for tracking affiliation agreements is through the utilization of the newly purchased LCMS+ system. OSU-COM is currently in the process of migrating to LCMS+, and plans to begin using portions of the system beginning July 1, 2016. OSU-COM expects the migration process to conclude during the fall of 2016. The Office of Clinical Education shall take the initial steps necessary to setup and design the agreement tracking program within LCMS+ immediately. Until this setup is complete, agreement tracking will continue to utilize a spreadsheet format.

Affiliation Agreement Tracking Program-LCMS+

The Office of Clinical Education shall ensure the accuracy of the information previously uploaded for all clinical teaching sites for required rotations, including:

- Site Name
- Address
- County
- City
- State
- Zip Code
- Phone Number
- Fax Number
- Rural Region (When Applicable)
- Required Rotations Available
- Preceptors & Adjunct Faculty

The Office of Clinical Education shall then create the custom data fields that are necessary for tracking agreements, including:

- Affiliation Agreement Status (Active/Expired)
- Date of Execution for the Agreement
- Termination Date Included in the Agreement (When Applicable)
- Acknowledgment of the Inclusion of Additional Items in the Agreement
 - Specific Requirement for Students
 - Payment Rider
- OSU-Signer
- Site Representative Signer
- Link to PDF Agreement on Clinical Education Group Drive

The Office of Clinical Education shall then create a custom tracking and auditing function within LCMS+ with automated features, including

- At Least a 60-Day Automatic Notification of Expiration for Individual Agreements
- Automatic Notification When an OSU-COM User Edits the Site Name in LCMS+
- Automatic Notification When an OSU-COM User Makes Changes to Linked Adjunct Faculty or Rotations Available
- Other Automatic Notifications as Determined Necessary

In addition to the functions listed above, the Office of Clinical Education shall also design a formal annual audit process within LCMS+. Each year, the Office of Clinical Education shall complete an audit and review for all agreements for one or more required rotations. During this audit, the Office of Clinical Education will ensure the accuracy of agreement information in LCMS+, and that all agreements are properly stored in both electronic and hardcopy formats. The Office of Clinical Education is also required to review and update site information regarding linked adjunct faculty, as well as the list of the required rotations available. The required rotation audit schedule is provided below.

AFFILIATION AGREEMENT AUDIT SCHEDULE

Year	Activity	Department	Department	Department
2015-2016	Setup & Design			
2016-2017	Agreement Audit	All Rural Rotations	Internal Medicine	OB/GYN
2017-2018	Agreement Audit	Psychiatry	Pediatrics	Surgery
2018-2019	Agreement Audit	Electives		

Affiliation Agreement Tracking for Elective Rotations

The Office of Clinical Education shall make the tracking of agreements for sites that accept students for required rotations a priority. All affiliation agreement for sites that only accept students for elective rotations will be tracked in the same manner as those for required rotations.

Affiliation Agreement Oversight & Reporting

The Associate Dean for Clinical Education shall, at the conclusion of each annual audit, report that all agreements, as well as the other required information is accurate and current, as well as present information regarding any changes to site information during a regular meeting of the Year 3 & 4 Curriculum Coordinating Committee. The report of the Associate Dean for Clinical Education shall be approved by a majority vote of the members, and submitted for review by the Curriculum Oversight Committee.



Office of Clinical Education

1111 West 17th Street
Tulsa, Oklahoma 74014-2705
P: 918-561-8208
F: 918-561-8411

<http://www.healthsciences.edu/medicaleducation/clinical>

CLINICAL FACULTY AFFILIATION AGREEMENT

WHEREAS, **Oklahoma State University Center for Health Sciences - College of Osteopathic Medicine**, hereinafter referred to as "College," and **NAME & DEGREE**, hereinafter referred to as "Clinical Faculty," hereby form an affiliation for the development of teaching programs in health care.

WITNESSETH:

WHEREAS, the parties named above are desirous of entering into this Agreement in order to set out their respective rights and duties hereunder; and,

WHEREAS, the goal of this Affiliation Agreement is to provide a learning experience for medical students which the parties feel is essential to the education of the students; and,

WHEREAS, College, by association with Clinical Faculty, will gain additional clinical facilities for teaching purposes and such affiliation will provide didactic resources to its medical students; and,

WHEREAS, it is the desire of Clinical Faculty and College to have teaching programs that are mutually coordinated and mutually beneficial; and,

WHEREAS, Clinical Faculty and College wish to operate in a close affiliation and maintain high standards in health care and education as outlined by the various accrediting bodies of all parties; and,

WHEREAS, it is the desire of all parties to use Clinical Faculty and,

WHEREAS, Clinical Faculty and College desire continuity of programs;

NOW, THEREFORE, the parties agree as follows:

- 1) College agrees to certify medical students of said College for clinical training at such reasonable times and in reasonable numbers as shall be mutually approved, providing professional and academic information (which shall be confidential in nature) about the assigned medical students as may be reasonably required by Clinical Faculty
- 2) All medical students who receive a portion of their education from Clinical Faculty will be directly supervised.
- 3) Medical students are not to be deemed employees of Clinical Faculty nor should they receive any compensation. Further, it is understood that the medical student will not be entitled to any employee benefits. The complete responsibility and control over the academic-related actions or non-actions of the medical students, performing hereunder, shall be with the College and the College's Clinical Faculty.
- 4) Clinical Faculty may request College to withdraw any medical student whose conduct or practice is not in accordance with the requisite standard of care and College agrees to review and honor all such legitimate requests. The College, furthermore, may withdraw any medical student whose progress, conduct, or performance in practice does not meet its standards for continuation of the program.
- 5) College faculty members may observe and evaluate said medical students, but shall not supervise them.
- 6) College may assist Clinical Faculty in rendering a service to the community; or in enlarging its scientific activities.
- 7) College retains exclusive power of appointment of its adjunct faculty. (see "Exhibit A" for College policies and procedures regarding adjunct faculty appointments).
- 8) Nothing in this Agreement shall be construed to limit the authority of the College over the education of its medical students, establishment of its curricula, or other operations and functions of the College, which remains the sole responsibility of the College.

- 9) All patients participating in the teaching program will be determined by Clinical Faculty. It is the responsibility of the Clinical Faculty to ensure that informed patient consent has been given by each individual patient participating in the teaching program.
- 10) Medical students serving clerkships with Clinical Faculty shall be responsibly involved in patient management and allowed to participate in patient care from admission to discharge and aftercare, subject to limitations provided by law and restrictions imposed by the Clinical Faculty. Clinical Faculty shall provide adequate facilities for medical students to make this program effective.
- 11) Medical students from the College assigned to Clinical Faculty shall be covered by professional liability insurance in accordance with the College or University's prevailing policies. College shall provide evidence of this coverage at the request of Clinical Faculty.
- 12) Clinical Faculty will maintain continual evaluation of the quality of patient care to ensure that it meets professional standards.
- 13) The Clinical Faculty and said College recognize the legal requirements involved in the areas of civil rights and nondiscrimination. College, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of ethnicity, race, color, national origin, gender, qualified disability, religion, sexual orientation, gender identity, veteran's status, genetic information, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

14) Medical students from the College assigned to Clinical Faculty shall be covered by the high risk exposure policy and procedures of the College (See “Exhibit B”).

15) This Agreement shall be in effect the day and year hereinafter written and shall continue in full force until July 1st and thereafter from year to year for up to a term of 48 months. Either party may terminate this Agreement, without further cost or liability of any kind or nature, by submitting written notice to the other, 90 days prior to the date that termination is required.

16) Other terms and conditions:

17) AUDIT CLAUSE: In accepting any contract with an agency of the State, 74 O.S.A. Section 85.41E requires the vendor (FACULTY NAME) must agree to this audit clause which provides that books, records, documents, accounting procedures, practices or any other items of the service provided relevant to the contract are subject to examination by the Agency (College) and the State Auditor and Inspector.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, effective the _____ day of _____, 20____.

FACULTY NAME & DEGREE

OKLAHOMA STATE UNIVERSITY
CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE

By: _____

By: _____

Title: Clinical Faculty

William J. Pettit, D.O.
Provost of OSU CHS
Senior Associate Dean for Academic Affairs

Date: _____

Date: _____

This notarized sworn statement shall be attached to each contract for goods or services awarded through budget agencies subject to the governance of the Board of Regents for Oklahoma State University and the agricultural and Mechanical Colleges:

STATE OF OKLAHOMA)

)SS
)

AFFIDAVIT:

_____ of lawful age, being first duly sworn, on oath says:

1. (S)He is the duly authorized agent of FACULTY NAME & DEGREE the contractor under the contract which is attached to this Affidavit, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract;
2. (S)He is fully aware of the facts and circumstances surrounding the making of the contract to which this Affidavit is attached and has been personally and directly involved in the proceedings leading to the procurement of said contract; and
3. Neither the contractor nor anyone subject to the contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this Affidavit is attached.
4. FACULTY NAME & DEGREE, FEI/SS# _____, has not entered into a contract with the agency or any other State agency which would result in a substantial duplication of the final product required by the proposed contract.

(Name)

(Title)

Subscribed and sworn to me before this the _____ day of _____, 20 ____ .

Notary Public

My Commission Expires: _____

(SEAL)

PROFESSIONAL LIABILITY INSURANCE INFORMATION SHEET
(PLEASE COMPLETE OR ATTACH COPY OF INSURANCE VERIFICATION)

Name (please print) _____
(First) (M.I.) (Last)

Office Address _____

Office Phone _____

Residence Address _____

Residence Phone _____

Professional Liability Insurance Co. (Complete name and address)

Financial Limits _____

Type of Coverage: _____ Claims Made _____
Occurrence _____

Date of Expiration _____
(Month) (Day) (Year)

I hereby agree that the information I have provided is correct and complete to the best of my knowledge, and further, that any changes in this information will be forwarded to the Oklahoma State University College of Osteopathic Medicine.

Date

Signature

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



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL AFFILIATION AGREEMENT
POLICIES & PROCEDURES**

In order to ensure that Oklahoma State University College of Osteopathic Medicine is in full compliance with the accreditation standards regarding affiliation agreement outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following policies and procedures have been approved.

Affiliation Agreement Requirements

It is the policy of OSU-COM to have in place fully executed affiliation agreements at all clinical teaching sites for required rotations before students can be scheduled in the facility. All affiliation agreements shall be allowed to remain in place for no longer than 60 months. Although there is no requirement to have in place a fully executed affiliation agreement for sites used solely for elective rotations, they are permissible and shall be accommodated by OSU-COM.

OSU-COM Standard Affiliation Agreement Template

The standard OSU-COM affiliation agreement template shall be updated to include the following items:

- Term limit that is not to exceed 60 months
- An explanation of the process for approving and reviewing adjunct faculty has been added as an exhibit

The standard OSU-COM affiliation agreement template is preferred over all other agreement formats. Other agreement templates and/or formats may, however, be utilized upon request from a representative of the clinical teaching site.

OSU-COM Policies & Procedures for Executing Affiliation Agreements

OSU-COM provides sole signing authority for the execution of affiliation agreements to the Senior Associate Dean for Academic Affairs, or their designee.

The Office of Clinical Education shall be responsible for the following duties regarding affiliation agreements:

- Serve as the point of contact for the initiation and renewal of affiliation agreements with OSU-COM clinical teaching sites
- Organization and management of affiliation agreement documents
- Formal tracking and auditing of affiliation agreements



OSU-CHS Home

Centernet Home

Students

Faculty and Staff

Calendars & Schedules

Room Information and
Reservations

Outlook Web Access

Directions

Wellness Center

Forms

Information Technology

Human Resources

HIPAA

Medical Library

System-wide Directory

CHS Directory

Services & Resources

OSU-CHS Behavioral Health Resources

All students have access to confidential counseling services through ComPsych and the OSU-Tulsa Counseling Center. Information about these services, as well as community resources that students may wish to access independent of services provided by OSU-CHS, can be found below. Contact the Office of Student Affairs at 918-561-8421 if you have questions.

ComPsych - 24/7 Counseling Services

ComPsych provides around the clock behavioral health services to all students. Students can call toll free at 866-591-8354 on a 24 hours per day/7 days per week basis to discuss their concerns with professionals with Master's degree in counseling, social work or other related behavioral areas. Students can also initiate contact between 8:00 a.m. to 6:00 p.m. Central time with an intake clinician via on online chat feature, accessed at guidanceresources.com.

An access code will be provided to students to initiate contact with this resource. Communication is offered in multiple languages and for hearing impaired individuals. Referrals for face-to-face counseling by state-licensed clinicians can be provided. ComPsych has a network of more than 50,000 providers to support OSU medical students wherever they live, study or travel. ComPsych's network includes only ComPsych-credentialed, state-licensed clinicians with expertise in areas such as: adolescents and children, anxiety disorders and depression, domestic violence, marriage and families, stress management and substance use. Counseling services are free of charge to students for up to ten sessions.

OSU-Tulsa Counseling Clinic - Counseling Services

Students can be seen at the [OSU-Tulsa Counseling Clinic](#), located on the OSU-Tulsa campus, just a few miles from OSU-CHS. Counseling services are free of charge for the first five sessions; subsequent sessions are at a cost of \$10 per session. Appointments can be made by calling 918-594-8568.

***OSU-COM Curricular Objectives**

1. Identify, critically analyze, and solve problems that consider issues across multiple contexts as osteopathic practitioners related to patient care.
2. Demonstrate knowledge of evidence-based practice in the treatment of patients and the application of relevant research.
3. Perform appropriate diagnostic and treatment skills that encompass the understanding and application of new scientific knowledge to patient care.
4. Effectively lead and communicate with peers and healthcare team members
5. Demonstrate effective physician-patient interactions.
6. Initiate and sustain life-long learning in order to remain well-informed of relevant scientific evidence related to patient care and medical research.
7. Effectively provide premier quality of care driven by compassion, integrity, honesty, cultural awareness, and ethical principles.
8. Demonstrate the osteopathic philosophy in medical practice while upholding the Osteopathic Oath in professional conduct.
9. Apply medical knowledge and skills to provide exemplary patient care to underserved and rural Oklahoma communities
10. Incorporate osteopathic manipulative medicine as a diagnostic and treatment modality in patient care

****AOA Core Competencies**

1. Osteopathic Philosophy Osteopathic Manipulative Medicine
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

Standard 6.8- Student Assessment Process and Procedure

Figure 1 is a diagram that provides an overview of student assessment process and procedures. Data input is collected from a variety of sources. This is shown in the top box of the figure and includes information from: Admissions, Academic Affairs, Curriculum Committee, Student Success Committee, Alumni Affairs, American Osteopathic Association, Center for Rural Health, and Career Development Specialist. Data from these sources provides specific core information on COMLEX Level 1 and 2 passage rates, PE pass rates, licensure, geographic area of practice, completion of postdoctoral program, and AOA or ABMS board certification. In addition, OSU-COM requires analytics on other types of data to help us understand our students, faculty and educational programs. Course grades, class rank, discipline sub-scores, admissions information (MCAT, GPA, advanced science courses, etc.), statistical analysis of course exam questions, student feedback and course evaluations are examples of data that will provide formative and summative information on curriculum effectiveness and educational quality.

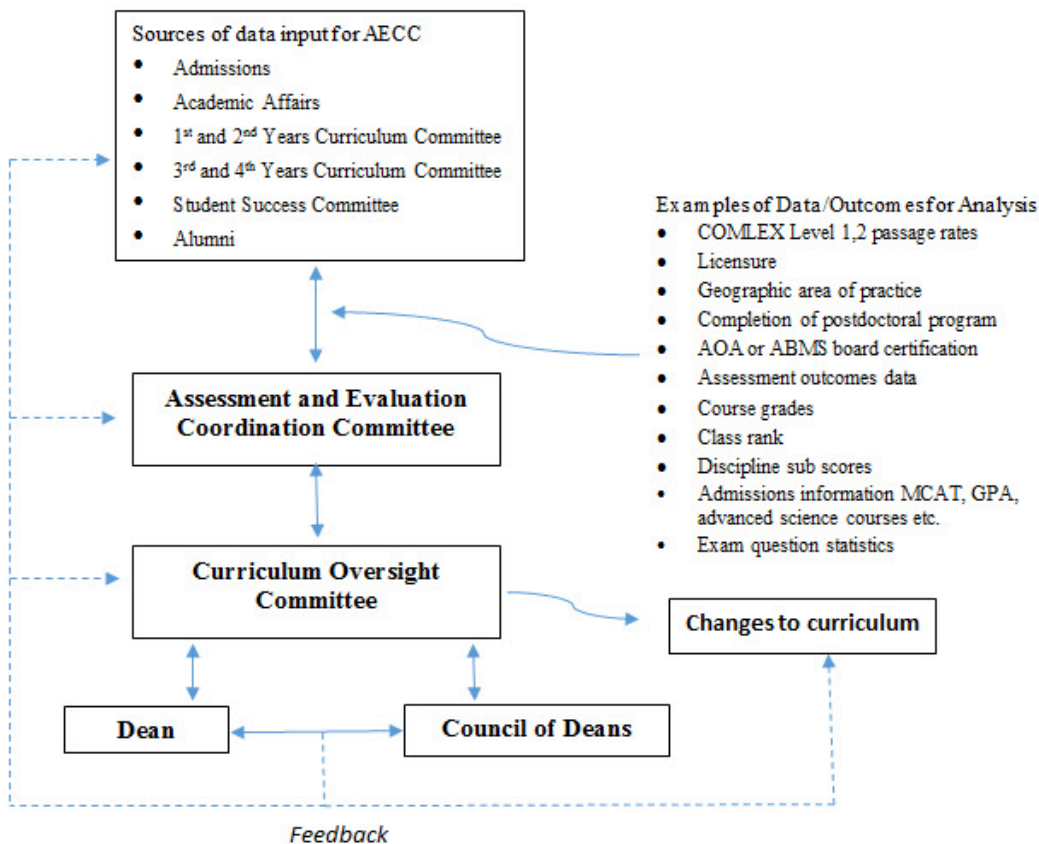


Figure 1

Tables 1 and 2 provide a description of typical assessments for Years 1 through 4 of the medical curriculum. These assessments are mapped to curricular objectives which are designed to meet the goals of OSU-COM. The assessments are also mapped to AOA Competencies.

Table 1: Years 1 and 2 Assessments

On Campus Assessments	Years 1 and 2		
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Course Assessments	Multiple - choice exams, lab exams, case studies, professional communications, team projects, and reflective writing	1, 2	1, 2, 4, 7
	Small Group Activities - problem based learning sessions, laboratory exercises, team-based learning activities, oral presentations, etc.	1, 2, 3, 4	1, 2, 4
	Standardized Patient Encounters - Graded experiences with review by faculty; focus on interviewing basic physical exam skills, interpersonal skills, medical knowledge (basic and clinical sciences), professionalism, patient - centered care	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Human Patient Simulator Exercises - Graded experiences with review by faculty; focus on physical exam, medical knowledge (basic and clinical sciences), professionalism, and patient-centered care	1, 2, 3, 4, 5	2, 3, 4, 5
	Practical Examinations - Hands on, one-on-one observation of general approach and verification of safety, efficacy, and accuracy of diagnostics and treatment	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Exams using standardized patients for focused encounters as well as comprehensive history and physical exam assessing specific competency skills	1, 2, 3, 4, 5	1, 2, 3, 4, 5
	Clinical Osteopathic Experiences - Hands on diagnosis and treatment (including writing a SOAP note) of volunteer patients by students under direct supervision of OMM faculty and residents	1, 2, 3, 4, 5, 10	1, 2, 3, 4, 5
COMSAE TrueLearn Combank Exam	COMPLEX - style self-evaluation instrument COMPLEX - style self-evaluation instrument	1, 2, 3, 4 Prior to COMPLEX-USA	1, 2, 3, 6, 7
COMPLEX-USA Level 1	Computerized one-day exam covering basic sciences and osteopathic principles in clinical contexts	Before entry into Third year	1, 2, 3, 6, 7

Table 2: Years 3 and 4 Assessment

Clinical Rotation Assessments	Years 3 and 4		
Please refer to the online Clinical Rotations Student Manual for details			
Type of Assessment	Description	Curricular Objectives*	AOA Competencies**
Clerkship Specific Assessments	End of Clerkship Examinations	1-10	1, 2, 3, 6, 7
Clinical Evaluations	Completed by preceptors at the end of each clinical rotation. Covers clinical knowledge, skills, professionalism, and Osteopathic skills. All students must pass all rotations including: required and elective to graduate.	1-10	1, 2, 3, 4, 5, 6, 7
Case Presentation	Report based on a clinical case encounter. An evaluation of the Case Presentation is conducted by a Regional Coordinator.	1, 2, 3, 4, 5	1, 2, 3, 4, 5, 6, 7
Case Logs (Skills Card)	Completed by students and approved by preceptors at the end of each of the following rotations: Community Clinic, Rural Clinic, Community Hospital, and Emergency Medicine.	1-10	1, 2
Phase II COMSAE Exam	Standardized exam from NBOME	1-10	1, 2, 3, 5, 6, 7
Additional Assessments	Book club, Personal Statement Workshop, Telehealth Workshop, & Video Lecture Evaluations	1-10	1, 2, 7
NBOME COMAT Exams	Standardized exam from NBOME taken by all students	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - CE	One-day computerized exam	1-10	1, 2, 3, 6, 7
COMLEX-USA Level 2 - PE	Standardized patient (CPX) exams	1-10	1, 2, 3, 4, 5
Didactic Weeks	Didactic weeks include observed simulations	1-10	1, 2, 3, 4, 5
Transition Week	Transition week helps prepare students for 3rd Year rotations. Activities include BLS, ACLS training as well as EPIC, Team Stepps and HIPAA training. There is also a session on library services and a discussion on professionalism. Students are introduced to Course Coordinators and get a brief overview of the required rotations.	Week before Third year rotations start	1, 2, 3, 4, 5
CPX Exams	Four Mock PE exams (1 - OMM and 3 - Family Medicine) must be taken for preparation for COMLEX -USA Level 2 PE	1-10	1, 2, 3, 4, 5
Observed SP encounters	Students practice advanced interviewing skills with a standardized patient on their behavioral health/psychiatry rotation. Instruction & peer feedback given.	1-10	1, 2, 3, 4, 5

***OSU-COM Curricular Objectives**

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3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL TRAINING SITE VISIT ASSESSMENT POLICY & PROCEDURE**

In order to ensure the quality and consistency of educational experiences for Oklahoma State University College of Osteopathic Medicine students and to meet the accreditation standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following process will be followed:

- At least yearly, each Clerkship Course Coordinator, or for Rural Medical Education, the Regional Coordinator on behalf of the Course Coordinator, for required rotations will make a site visit to each clinical training site.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with the information that includes, but is not limited to, the mission and Vision of OSU-COM, the updated rotation syllabus, rotation goals and objectives, and didactic, lecture, and other course materials and/or activities.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site staff, administration, and/or adjunct faculty with information regarding site-specific student performance, including COMAT and departmental exam score reports. Site-specific student performance will, where applicable, include a comparison with the student performance of OSU-COM as a whole.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with a student feedback report that includes summary data and comments from all completed student evaluations of the rotation.
- The Clerkship Course, or Regional Coordinator will discuss the number of students completing rotations at the clinical training site, and will determine if the site is currently over or under scheduled.
- The Clerkship Course, or Regional Coordinator will tour the clinical training site facilities in order to ensure that the clinical training site has the necessary and appropriate learning resources available to students, including space, technology and any other material as identified by the COM and/or Clerkship Course Coordinator.
- The Clerkship Course, or Regional Coordinators are required to complete the Site Assessment form for each site visit, which must immediately be submitted to the Director for Clinical Education.
- The Director for Clinical Education will compile all Site Assessments for each visit into a final site report that will be distributed to the members of the Year 3 & 4 Curriculum Coordination Committee, and will allot time for formal discussion and review of the report at the next regular meeting.
- Following the formal review and discussion of each report, the Year 3 & 4 Curriculum Coordination Committee will approve a list of recommendations by a majority vote. The Associate Dean for Medical Education will certify final site reports, and will formally submit the report to the Curriculum Oversight Committee for review and approval.
- The Curriculum Oversight Committee will, through their formal procedures, review and approve the final site reports, and will submit them for review and, when necessary, action to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs, will approve all final site reports, and will determine what, if any action or remediation is required, and how it is to be implemented.
- The Office of Clinical Education will receive notification of required action, and will oversee its implementation process.



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLERKSHIP PROGRAM AVAILABILITY COLLECTION
POLICIES & PROCEDURES**

The annual collection of preceptor and affiliated clinical education site availability is vitally important in the delivery of the Clerkship Program curriculum designed with the intent of serving rural Oklahoma. In order to ensure adequate availability for required rotations, as determined by each class enrollment size, and to meet the standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following process will be followed:

- Under the direction of the Associate Dean for Clinical Education, the Director for Clinical Education determines the availability target for all required rotations, and formally announces the timing and deadline for the collection of availability to the members of the Year 3 & 4 Curriculum Coordinating Committee.
- The Clerkship Course Coordinators will contact their preceptors and affiliated clinical education sites, in order to determine the allowable volume and distribution of students.
- The Clerkship Course Coordinators will document the availability provided for each preceptor and/or affiliated clinical education site the Availability Request Chart, which must be submitted to the Office of Clinical Education by the pre-determined deadline.
- The Office of Clinical Education reviews the adequacy of the availability submitted. Availability for any rotation that does not meet the target will be returned to the Clerkship Course Coordinator with instructions to secure more availability before resubmitting.
- The Office of Clinical Education updates the curriculum management system with the approved availability for all required rotations.
- The Office of Clinical Education, as well as the Clerkship Course Coordinators will not exceed the maximum availability of any preceptor or affiliated clinical education site without their approval.

Research/ Scholarship

- Actively pursue basic, clinical, and education research
- Develop new strategies of health care delivery with an emphasis in rural and underserved Oklahoma
- The COM will participate in and enable scholarly activity to advance knowledge of health care, osteopathic medicine / osteopathic manipulative medicine and in the sciences and technologies that will shape medicine, science, and education.

Service

- Improve the health and well-being of rural and underserved populations
- Work with the community and clinical affiliates to promote and provide distinctive osteopathic health care, including osteopathic manipulative medicine

B. History

Founded in 1972 to train primary care physicians to small towns and rural areas of Oklahoma, the Oklahoma State University College of Osteopathic Medicine continues to fulfill this mission. A 1971 study confirmed the feasibility of an osteopathic medical college, and the Oklahoma College of Osteopathic Medicine and Surgery was created on March 10, 1972. In the spring of 1988, the Oklahoma legislature adopted House Bill No. 1801, repealing the law that established the Oklahoma College of Osteopathic Medicine and Surgery and declaring the College of Osteopathic Medicine to be an agency of Oklahoma State University. According to this new bill, the College will “continue to give emphasis to the preparation of doctors of osteopathic medicine in the field of general practice.” The merger became official on July 1, 1988, when the OSU College of Osteopathic Medicine became Oklahoma State University’s ninth college. OSU College of Osteopathic Medicine students began study in 1974, and the first class of 34 students graduated in 1977. Since then, the college has graduated more than 2,000 students. The entering class size has increased from 36 in 1974 to its current 115 students. The college is governed by the Board of Regents for Oklahoma Agricultural and Mechanical Colleges, which also governs OSU, Langston University, Oklahoma Panhandle State University, Connors State College, and Northeastern Oklahoma A&M College. An advisory board advises the President of OSU Center for Health Sciences as well as the Dean of the College of Osteopathic Medicine, the administration of OSU, and the Board of Regents for the A&M Colleges, regarding the education of osteopathic physicians at OSU College of Osteopathic Medicine.

C. Code of Ethics

Administration, faculty, and staff of the OSU-College of Osteopathic Medicine adhere to the American Osteopathic Association’s Code of Ethics, adopted by the College in 2008. As student members of the osteopathic profession, OSU-COM students are expected to comply with the AOA Code of Ethics, which can be <http://www.healthsciences.okstate.edu/com/codeofethics.php>.

D. Accreditation

The university is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The medical school is accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association, the recognized accrediting agency for institutions that train osteopathic physicians (Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611; telephone 312-202-8000; predoc@osteopathic.org). The Oklahoma State Regents for Higher Education are empowered by the Oklahoma Constitution to prescribe standards for higher education applicable to each institution in the Oklahoma State System of Higher Education.

E. OSU Physicians Clinics

The OSU Physician system covers a wide variety of specialties with more than 100,000 patient visits each year. The community-based Tulsa clinics serve as a teaching model for OSU medical students. They are staffed by medical residents and faculty physicians. Each clinic provides essential health care to the community, including caring for the underserved population in Tulsa and northeastern Oklahoma.

OSU Health Care Center

2345 Southwest Boulevard, Tulsa, OK 74107

918-582-1980

(OMM, Family Medicine, Women’s Health, Take Charge! Program, Radiology))

OSU Physicians – Houston Center

717 S. Houston, Tulsa, OK 74127



College of Osteopathic
Medicine Home

Admissions

Student Affairs

Catalog

Incoming Students

Academic Departments

Academic Information

Office of Clinical
Education

Rural Medical Education

Student Life

Campus and Facilities

Academic Skills and
Career Development

Administration, faculty, and staff of the OSU College of Osteopathic Medicine adhere to the American Osteopathic Association's Code of Ethics, adopted by the College in 2008. As student members of the osteopathic profession, OSU-COM students are expected to comply with the AOA Code of Ethics.

Code of Ethics of the American Osteopathic Association

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity or handicap. In emergencies, a physician should make her/his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

CODE OF ETHICS STATEMENT



**The Oklahoma State University
College of Osteopathic Medicine
annually adopts and reaffirms
adherence to the
AOA Code of Ethics**

Formal Recommendation FS 15-16-009 (Approved-Placement in Faculty Resource Manual 5-13-16)
Formal Recommendation FS 15-16-003 (Approved-Annual reaffirmation 12-3-15)
Formal Recommendation FS 08-09-005 (Approved-Adoption of AOA Code of Ethics 10-10-08)
General Faculty Reaffirmation (Approved-Reaffirmation Vote 12-18-15)

**The full AOA Code of Ethics document can
be accessed digitally at:**
<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity or handicap. In emergencies, a physician should make her/his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

Section 5. A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical

profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading.

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

SECTION 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

SECTION 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose

Attachment A

MEMORANDUM

DATE: XXXXXXXX

TO: William J. Pettit, D.O.
Senior Associate Dean for Academic Affairs
Oklahoma State University Center for Health Sciences

CC: Christina Massey
Executive Assistant for Academic Affairs
Oklahoma State University Center for Health Sciences

FROM: Damon Baker, D.O.
Chairman of the Department of Internal Medicine
Oklahoma State University Center for Health Science

RE: Request for Adjunct Clinical Faculty Appointment

Dear Dr. Pettit,

I would like to recommend the following physicians for an appointment to the faculty as an Adjunct Clinical Assistant Professor in the Department of Internal Medicine:

Medical Oncologist:

John Doe, D.O.

Ginger Spice, D.O.

Radiation Oncologist:

John Smith, D.O.

Suzie Que, D.O.

A copy of each physician's Curriculum Vitae is enclosed. If any further information is needed, please contact me.

Sincerely,

Damon L. Baker, D.O.
Professor and Chair
Department of Internal Medicine

MEMORANDUM

DATE: XXXXXXXX

TO: William J. Pettit, D.O.
Interim Senior Associate Dean
Oklahoma State University Center for Health Sciences

CC: Christina Massey
Executive Assistant for Academic Affairs
Oklahoma State University Center for Health Sciences

FROM: Damon Baker, D.O.
Chairman of the Department of Internal Medicine
Oklahoma State University Center for Health Sciences

RE: Request for Adjunct Clinical Faculty Appointment

Duane Koehler, D.O., has requested appointment to adjunct clinical faculty (Assistant Clinical Professor of Internal Medicine), non-tenure track for the following physicians: **Tahlequah:** John Doe, D.O., Nephrology; Suzie Que, D.O., Internal Medicine; John Smith, D.O., Internal Medicine; and Justin Smith, D.O., Internal Medicine. **Lawton:** J.R. Doe, D.O., Internal Medicine; **Muskogee:** Ginger Spice, D.O., Internal Medicine. I concur with this request.

These physicians will be involved with training of either OPTI partner residents and/or OSU COM medical students at Tahlequah, Muskogee and Lawton, Oklahoma.

I have used the guidelines in the "Guidelines for Initial Appointment", which are listed in the "OSU-COM Reappointment, Promotion, and Tenure Guidelines" in order to consider these appointments.

Thank you for your consideration in this matter. I am attaching CVs and added documentation for the physicians listed above.

Damon Baker, D.O.
Chairman of OSU CHS Department of Internal Medicine

Date



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL TRAINING SITE VISIT ASSESSMENT POLICY & PROCEDURE**

In order to ensure the quality and consistency of the educational experiences for Oklahoma State University College of Osteopathic Medicine students and to meet the accreditation standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following process will be followed:

- At least yearly, each Clerkship Course Coordinator, or for Rural Medical Education, the Regional Coordinator on behalf of the Course Coordinator, for required rotations will make a site visit to each clinical training site.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with the information that includes, but is not limited to, the mission and Vision of OSU-COM, the updated rotation syllabus, rotation goals and objectives, and didactic, lecture, and other course materials and/or activities.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site staff, administration, and/or adjunct faculty with information regarding site-specific student performance, including COMAT and departmental exam score reports. Site-specific student performance will, where applicable, include a comparison with the student performance of OSU-COM as a whole.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with a student feedback report that includes summary data and comments from all completed student evaluations of the rotation.
- The Clerkship Course, or Regional Coordinator will discuss the number of students completing rotations at the clinical training site, and will determine if the site is currently over or under scheduled.
- The Clerkship Course, or Regional Coordinator will tour the clinical training site facilities in order to ensure that the clinical training site has the necessary and appropriate learning resources available to students, including space, technology and any other material as identified by the COM and/or Clerkship Course Coordinator.
- The Clerkship Course, or Regional Coordinators are required to complete the Site Assessment form for each site visit, which must immediately be submitted to the Director for Clinical Education.
- The Director for Clinical Education will compile all Site Assessments for each visit into a final site report that will be distributed to the members of the Year 3 & 4 Curriculum Coordination Committee, and will allot time for formal discussion and review of the report at the next regular meeting.
- Following the formal review and discussion of each report, the Year 3 & 4 Curriculum Coordination Committee will approve a list of recommendations by a majority vote. The Associate Dean for Clinical Education will certify final site reports, and will formally submit the report to the Curriculum Oversight Committee for review and approval.
- The Curriculum Oversight Committee will, through their formal procedures, review and approve the final site reports, and will submit them for review and, when necessary, action to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs, will approve all final site reports, and will determine what, if any action or remediation is required, and how it is to be implemented.
- The Office of Clinical Education will receive notification of required action, and will oversee its implementation process.
- The Associate Dean for Clinical Education shall present final site reports at the next regular meeting of the Council of Deans.



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

CLINICAL COURSE COORDINATOR RESPONSIBILITIES & DUTIES

The Oklahoma State University College of Osteopathic Medicine clinical course coordinators are vital to the development and delivery of a successful Clerkship Program. It is their responsibility to design, deliver, and assess clinical rotation curricula that is mission driven, and meets the minimum standards required by OSU-COM, as well as the American Osteopathic Association Commission on Osteopathic College Accreditation. In order to ensure that all curricular and accreditation requirements are met, the following clinical course coordinator position description has been approved.

Course Design Responsibilities

Clinical course coordinators are required to design clinical courses that:

- Meets the mission, goals, and objectives of OSU-COM
- Meets the educational goals and objectives of the clinical department
- Includes an overall strategy for assessing:
 - Individual student performance
 - Clinical teaching site performance
 - Remediation plans
- Integrates appropriate biomedical activities
- Includes clear and specific expectations for students
- Utilizes the most up-to-date content
- Outlines the process for student performance assessment

Course Delivery Responsibilities

Clinical course coordinators must meet the following requirements in the delivery of the clinical course curriculum:

- Provides an up-to-date syllabus that clearly outlines the course goals and objectives, student expectations, and requirements for assessment of student performance
- Provides students with a formal course orientation at all clinical teaching sites
- Ensures that students and faculty have access to all course materials and content at all clinical teaching sites

Course Assessment Responsibilities

In order to ensure that all institutional and departmental goals and objectives are met, the clinical course coordinators are required to assess all clinical courses through the implementation of a strategy that must include:

1. Student performance on departmental exams and/or activities
2. Student performance on the COMAT (where applicable)
3. Student evaluations of the rotation

Administrative Responsibilities

In addition to the clinical course duties outlined above, clinical course coordinators are also required to perform the following administrative tasks:

1. Submit final grades to the registrar within 30 days of the completion of the rotation
2. Actively participate with the Year 3 & 4 Curriculum Coordination Committee
3. Complete annual clinical teaching site visits and submit all documentation as required
4. Engage in activities that are designed to recruit new clinical teaching sites and adjunct faculty members
5. Participate in faculty development



**YEAR 3 & 4 CURRICULUM COORDINATION
COMMITTEE SITE VISIT REPORT &
RECOMMENDATIONS**

Clinic Training Site Information	
Facility Name:	
Facility Location:	
Site Visit Date	

OSU-COM Reps	Facility Reps

Current Rotations	
<input type="checkbox"/>	Required Pediatrics
<input type="checkbox"/>	Required Psychiatry
<input type="checkbox"/>	Core OB/GYN
<input type="checkbox"/>	Core Medicine 1 & 2
<input type="checkbox"/>	Core Surgery
<input type="checkbox"/>	Rural Clinic
<input type="checkbox"/>	Community Hospital 1
<input type="checkbox"/>	Community Hospital 2
<input type="checkbox"/>	Emergency Medicine
<input type="checkbox"/>	RMT Selective
<input type="checkbox"/>	RMT Sub-Internship
<input type="checkbox"/>	RMT Community Clinic

Discussion Topics	Status
OSU-COM Mission & Goals	<input type="checkbox"/>
Level of Student Scheduling	<input type="checkbox"/>
Necessary & Appropriate Learning Resources	<input type="checkbox"/>
Qty & Diversity of Patients	<input type="checkbox"/>
Student-Facility Relationships & Supervision	<input type="checkbox"/>
Interprofessional Opportunities	<input type="checkbox"/>
Student Orientation Procedures	<input type="checkbox"/>

OSU Information & Documents	Status
Course Syllabi	<input type="checkbox"/>
Course Goals & Objectives	<input type="checkbox"/>
Access to Course Content	<input type="checkbox"/>
COMAT Score Report	<input type="checkbox"/>
Site Evaluation & Comments Report	<input type="checkbox"/>
Departmental Exams	<input type="checkbox"/>

Course Coordinator Observations & Comments

Clinical Training Site Comments & Suggestions

Year 3 & 4 Curriculum Coordination Committee Review	
Report Completion Date:	
Committee Review Date:	

The Year 3 & 4 Curriculum Advisory Committee has completed a review of this site visit, and has determined by a majority vote to approve the following recommendations for review by the Curriculum Oversight Committee:

Recommendation 1	
Recommendation 2	
Recommendation 3	
Recommendation 4	
Recommendation 5	

These recommendations have been approved by

Associate Dean for Clinical Education	
Submitted to Curriculum Oversight Committee On	



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE CLINICAL TRAINING SITE ASSESSMENT
FORM**

INSTRUCTIONS: This form is to be completed by the course coordinator during each site required clinical rotation training site visit. It is the responsibility of each of Course Coordinator to submit the completed assessment form to the Associate Dean for Clinical Education within three days of completing the site visit.

GENERAL SITE VISIT INFORMATION

Clinic Training Site Information	
Facility Name:	
Facility Location (City, State):	
Date of Site Visit:	

Rotations Currently Available (Check All That Apply)	OSU-COM Representatives In Attendance	Facility Representatives In Attendance
Required Pediatrics		
Required Psychiatry		
Core OB/GYN		
Core Medicine 1 & 2		
Core Surgery		
Rural Clinic		
Community Hospital 1		
Community Hospital 2		
Emergency Medicine		
RMT Selective		
RMT Sub-Internship		
RMT Community Clinic		

This Site Assessment Form was completed by:

OSU-COM Representative:	
Date:	

This Site Assessment Form was reviewed by:

Associate Dean Clinical Education:	
Date:	

**CLINICAL TRAINING SITE VISIT ASSESSMENT
&
CHECKLIST**

Did you tour the clinical training site during the visit?

Yes No

Did you formally present and discuss the OSU-COM mission and objectives?

Yes No

Did you provide the following information regarding the rotation that you oversee?

Current Rotation Syllabus	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Course Goals & Objectives	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access to Course Content (Texts, Lectures, videos, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
COMAT Performance Review	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Information Regarding Departmental Exams	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Site Evaluation Report	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you discuss the following items with the facility regarding availability?

Appropriate Level of Students Scheduled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Necessary & Appropriate Learning Resources (Space, technology, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quantity & Diversity of Patient Cases at the Clinical Training Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did you discuss the following items with the facility regarding student and preceptor management?

Student Orientation Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student=Staff Relationship	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Levels of Supervision & Autonomy for Students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interprofessional Opportunities	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Course Coordinator Observations-Comments

Level of preceptor interest in teaching	
Noteworthy equipment, procedures, treatments available	
Training Facility Strengths	
Training Facility Weaknesses	
Concerns Regarding Standards of Practice	
Site-Specific Recommendations	

Comments & Suggestions Provided by the Clinical Training Site During the Visit



OSTEOPATHIC MEDICINE

**Oklahoma State University
College of Osteopathic Medicine
Research Strategic Plan
2011-2016**

Oklahoma State University - College of Osteopathic Medicine

Research Strategic Plan: 2011-2016

MISSION:

Oklahoma State University College of Osteopathic Medicine educates osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

VISION:

Oklahoma State University College of Osteopathic Medicine will be recognized for:

- Fulfilling the health care needs rural and underserved Oklahoma;
- Producing graduates will who are dedicated, effective, and compassionate community leaders;
- Providing excellent care and health-related community service;
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CORE VALUES:

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INTEGRITY – We are committed to the principles of truth and honesty, and we constantly strive to be fair, equitable, impartial and professional.

SERVICE – We believe that serving others is a noble and worthy endeavor.

INTELLECTUAL FREEDOM – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

DIVERSITY – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

STEWARTSHIP OF RESOURCES – We are dedicated to the efficient and effective use of our resources. We accept the responsibility of the public's trust and are accountable for our actions.

Research Strategic Planning Committee:

Leigh Goodson - Chair
Johnny Stephens
Dave Wallace
Bruce Benjamin
Randall Davis
Craig Stevens
Greg Sawyer
Jarrad Wagner
Doris Patneau
Denna Wheeler

Faculty/Administrative Research Advisory Group:

Johnny Stephens - Chair
Bruce Benjamin
Randall Davis
Mousumi Som
Kath Curtis
Christopher Thurman
Kenneth Miller
Gerwald Koehler
Ron Thrasher

OSU-COM Research Committee:

Ron Thrasher – Chair
Mike Pollak
Tom Curtis
Paul Rock
Anne Weil
Frank Champlin
David Wallace
Mousumi Som

Oklahoma State University - College of Osteopathic Medicine

Research Strategic Plan: 2011-2016

Critical Success Factors:

- Identify donors to endow research - \$10 million
- Increase extramural funding to \$4 million
- Identify non-traditional funding sources for research - \$5 million over 5 years
- Engagement of 75% of faculty in sponsored research
- Expand research facilities to support basic science faculty – 800 sq. ft. per investigator
- Purchase or lease space to house Centers of Excellence
- Increase and fund Post-doctoral students to support faculty research - \$750,000 over 5 years
- Hire an external reviewer to analyze the research at OSU-COM

Strategic Objectives:

Objective 1:

Establish a strong research culture

Strategies:

- Hire highly qualified researchers
- Assess the structure and function of the Office of Research
- Refine promotion and tenure guidelines to reinforce research productivity
- Engage department chairs to hold faculty accountable for research productivity

Objective 2:

Improve services/support to faculty through the Office of Research

Strategies:

- Evaluate the functions of the office through outside assessment
- Evaluate current grant writing, submission assistance, supply purchasing, and grant financial assistance
- Increase opportunities that have joint involvement of clinical and biomedical faculty
- Support core facilities

Objective 3:

Expand existing (Rural Health, Neuroscience, OMM, Cardiovascular, Genetics) and establish new (Data Analytics, Forensic Science, Health Care Administration, HIV) Centers of Excellence

Strategies:

- Utilize existing Centers to nurture expansion of future Centers
- Formalize partnerships between colleges across the University to strengthen faculty collaboration
- Directed expansion of faculty lines to support Centers needs

Objective 4:

Encourage diversification of funding sources and provide seed funds for current research

Strategies:

- University Provost's interdisciplinary challenge grants
- OSU-COM Intermural grant funding program - \$1 million over 5 yrs
- Engagement with Mercy Health System for hospital research - \$500,000
- Explore TSET funding opportunities in cancer research with Stephenson Cancer Research Institute

Oklahoma State University - College of Osteopathic Medicine

Research Strategic Plan: 2011-2016

Objective 5:

Increase Interdisciplinary research of the OSU-COM

Strategies:

- Increase master level and above student
- engagement in research
- Create research teams of students, residents and faculty
- Provide grant opportunities previously described

Objective 6:

Increase visibility of research at the OSU-COM

Strategies:

- Develop a research spotlight initiative

- Establish a 3 minute thesis competition at the COM
- Increase exposure in the "State" University magazine
- Develop a COM quarterly publication with research emphasis

Objective 7:

Encourage an atmosphere that fosters student research

- Develop faculty mentors that lead summer research teams
- Utilize multi-disciplinary teams to broaden student exposure
- Expand "Research Day" to showcase student achievement

- Collaborate with the state osteopathic association to encourage student research in a statewide osteopathic research symposium

Objective 8:

Expand research collaboration across the University system

Strategies:

- Increase communication with the VPR in Stillwater
- Explore public health initiatives to encourage cross-college collaborations
- Utilize technology and data to foster research collaborations
- Develop a research liaison position for Stillwater and Tulsa



OSU-CHS Home

Centernet Home

Students

MS I

MS II

MS III & IV

Clubs and Organizations

Student Government
Association

OSU-COM Academic
Policies

OSU-COM Class
Composite Photos

Faculty and Staff

LCMS+

Online Classroom (D2L)

Online Classroom Help

ExamSoft

Tegrity

EValue

OSU-COM Feedback Form

Students, faculty and staff are encouraged to give feedback about the OSU College of Osteopathic Medicine curriculum or any other issues at any time. Comments are anonymous, although we ask that you identify whether you are a student, faculty or staff member to help us better evaluate feedback.

Student feedback will be addressed [according to these procedures](#).

* = Required

Is this feedback related to the OSU-COM curriculum or is it general feedback?*

- Curriculum Feedback - Years 1 and 2
- Curriculum Feedback - Years 3 and 4
- General Feedback

Are you a student, faculty or staff?*

- Student
- Faculty
- Staff

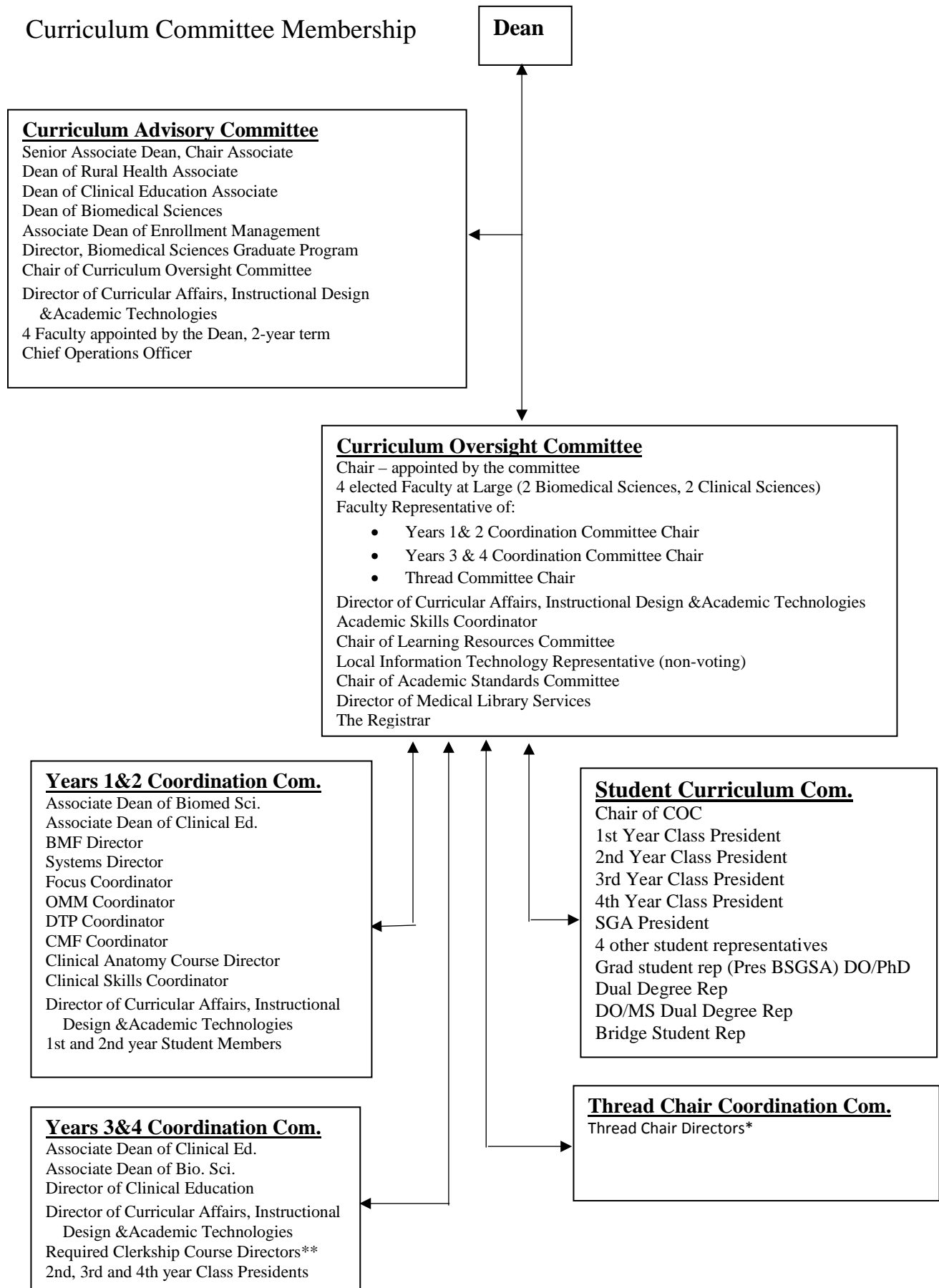
Comments*:

Name (optional):

Email Address (optional):

Submit

Curriculum Committee Membership



* Thread Chair Directors: Pediatrics, Geriatrics, Rural, Behavioral, OMM, Biomedical, Surgery, Diagnostic Imaging

** Required Clerkships: Pediatrics, Psychiatry, OMM, Family Medicine, Internal Medicine, Rural Health, Surgery, Obstetrics and Gynecology, Emergency Medicine

The third and fourth years are comprised of clinical rotations, which are community based, consisting of clerkship experiences in hospitals and clinics where students observe patient care and participate in the evaluation and treatment of patients under physician faculty supervision. Required rotations include surgery, obstetrics-gynecology, pediatrics, osteopathic manipulative medicine, psychiatry, internal medicine, family medicine and emergency medicine. Many rotations are completed at OSU Medical Center in Tulsa, one of the country's largest osteopathic hospitals, as well as INTEGRIS Southwest Hospital in Oklahoma City. Students will also complete rotations in communities throughout Oklahoma, including two months on a Community Hospital Rotation and one month on a Rural Clinic Rotation. Students may also

fulfill requirements at various medical institutions across the country.

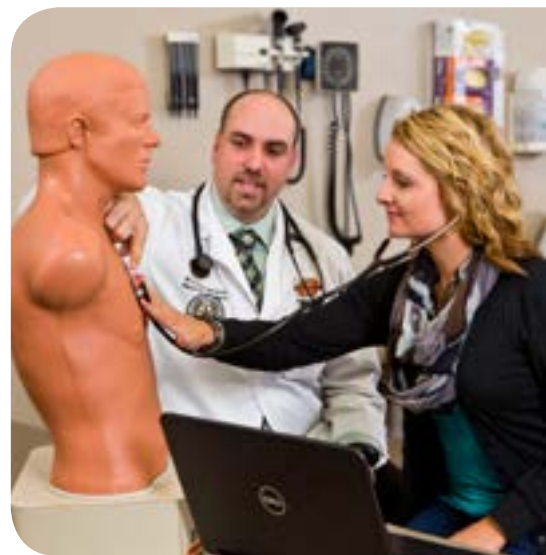
Students graduate from the four-year program with the Doctor of Osteopathic Medicine (DO) degree. Although each year more than half of graduates enter primary care, graduates are prepared to enter residencies in all medical specialty fields. This training period lasts a minimum of three years with several specialties requiring up to five years of postgraduate education. To see a full list of the residency programs our recent graduates have entered and residency acceptance data, along with OSU-COM's pass rate on the COMLEX-USA, please visit:

www.healthsciences.okstate.edu/com/admissions/graduates.php

Third and Fourth Year

Rotations

- Internal Medicine I
- Internal Medicine II
- OB/GYN
- Surgery
- Family Medicine - Health Care Center
- Pediatrics
- Psychiatry
- Osteopathic Manipulative Medicine
- Rural Clinic
- Emergency Medicine
- Community Hospital I
- Community Hospital II
- 8 Electives
- 4 Didactic Weeks





***OSTEOPATHIC
MEDICINE***

**Oklahoma State University
College of Osteopathic Medicine
Strategic Plan
2011-2016**

Oklahoma State University - College of Osteopathic Medicine

Strategic Plan: 2011-2016

MISSION:

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STEWARTSHIP OF RESOURCES – We are dedicated to the efficient and effective use of our resources. We accept the responsibility of the public's trust and are accountable for our actions.

OSU-COM Strategic Planning Committee:

Kayse Shrum - Chair
Bruce Benjamin
MaryBea Drummond
Leigh Goodson
Jim Hess
Bill Pettit
Vivian Stevens

Medical School Enrollment Strategic Planning Committee

Vivian Stevens - Chair
Lindsey Kirkpatrick
Eric Polak
Richard Perry
Johnathan Franklin
Machelle Davison
Amy Martindale
MaryBea Drummond
Raj Basu
Steve Eddy

Branding and Marketing Strategic Planning Committee

Mary Bea Drummond - Chair
Chad Landgraf
Mark Keuchel
Kyle Wray
Steve Eddy
Raj Basu
Jim Hess
Brek Wilkins
Debbie Evans
Robin Dyer

Curriculum Strategic Planning Committee

Bruce Benjamin – Chair
Jenny Alexopoulos
Bill Pettit
Joan Stewart
Kayse Shrum

Oklahoma State University - College of Osteopathic Medicine

Strategic Plan: 2011-2016

Desired Outcomes:

- By 2016, the incoming size of the College of Osteopathic Medicine will be 190 students, comprised of 142 in-state and 48 out-of-state students.
- By 2016, OSU College of Osteopathic Medicine will be recognized throughout the state by all appropriate constituents as a national leader in primary care, education and research.
- By 2016, we will have a nationally competitive, clinically integrated curriculum with multiple tracks to meet our educational mission.
- By 2016, we will have increased the number of osteopathic residency slots in Oklahoma sufficient to provide an in-state graduate medical training opportunity to every College of Osteopathic Medicine graduate.
- By 2016, we will increase research funding to \$4 million annually with 75% of the biomedical faculty actively engaged in sponsored research.
- By 2016, we will have increased and diversified resources sufficient to achieve our goals.
- By 2016, we will have improved staffing and updated telehealth equipment for both distance learning for our medical students and physician residents as well as capabilities to provide up to date telemedicine services.

Residency Expansion Strategic Planning Committee

Bill Pettit – Chair
LeRoy Young
Jim Hess
Jenny Alexopoulos
Gary Slick
Patti Davis

Research Strategic Planning Committee

Leigh Goodson – Chair
Johnny Stephens
Dave Wallace
Bruce Benjamin
Randall Davis
Craig Stevens
Greg Sawyer
Jarrad Wagner
Doris Patneau
Denna Wheeler

Funding Strategic Planning Committee

Jim Hess – Chair
Ron Bussert
Eric Polak
Howard Barnett
Kayse Shrum

Oklahoma State University - College of Osteopathic Medicine

Strategic Plan: 2011-2016

GOAL ONE

Strategic Objectives:

Objective 1:

Medical School Expansion

Strategies:

- Implement a Rural Medical Track that will prepare students for a rural primary care residency and a successful practice in rural or underserved Oklahoma
- Increase dual degree offerings
- By July 1, 2012, approval will be obtained from the OSU A&M Regents and the State Regents to increase the number of out-of-state students attending the OSU College of Osteopathic to 25 % of the entering class
- Increase the total number of applications by 30% each year through 2016
- Increase the entering class size by 24 each students each year to reach 190 students by 2016
- Double the number of in-state applications within four years
- Double the number of applications from OSU Stillwater within three years
- Accept 40 transfer students from private osteopathic medical schools each year by 2016
- Establish an Academy for high school science teachers to acquaint them with our medical school
- Create and implement a Med Extravaganza for high school students
- Implement a summer pre-med academy for high school and mid high students
- Match addresses of high scoring students on the ACT to identical addresses in the OSU Stillwater Alumni Association to begin early contact with the sons and daughters of OSU Alums
- Establish a recruiting function for the medical school and graduate programs on the OSU Stillwater campus
- Educate student advisors at area colleges and universities about the OSU medical school
- Hold events for student advisors from area colleges and universities on the CHS campus
- Create a branding presence for the medical and graduate programs on the Stillwater campus
- Establish a pre-med academic program on the OSU-Tulsa campus
- Train OSU CHS alums to be effective student recruiters
- Loan repayment guarantees and scholarships for students committing to practice in rural Oklahoma
- Utilize rural teaching sites across the state as recruiting stations
- Utilize AHEC offices to recruit at regional universities
- Enhance our medical interviewing process through intensive training of interviewers
- Restructure the interview process to determine new ways of interviewing and evaluating candidates
- Grow the early admissions and early assurance process to guarantee early medical school admission to qualified candidates
- Create an Alumni Ambassadors program to promote the medical school and create more applications

GOAL TWO

Objective 2:

Branding and Marketing

Strategies:

- Develop a clear and easily recognizable brand name
- Develop a detailed marketing plan by 3/1/12
- Continue to utilize signage to dominate the city with the OSU presence
- Follow brand architecture to develop consistency
- Acknowledge our "ownership" of the teaching hospital
- Develop a branding strategy around our relationship with the teaching hospital
- Open clinical practices in south Tulsa to further our footprint in Tulsa
- Utilize residents/ students to adopt high school sports teams-sports med docs
- Develop and implement a clear, concise and compelling statement of who we are
- Revamp the OSU CHS web site
- Rename CHS and the OSU-Tulsa Center for Health Sciences
- Develop a documentary show for OETA around the life of an OSU resident Utilize graduates on radio and live television shows
- Develop a complete list of faculty experts and distribute to the news media
- Market the Scrub Run as an OSU event to create more visibility in the city
- Develop an aggressive strategy of announcements to keep OSU CHS in the press
- Develop a strategy for proving our value to the larger University system to create a sense of ownership on their part. Make CHS the crown jewel of the OSU

GOAL THREE

Objective 3:

Innovative COM Curriculum

Strategies:

- Implement a systems based curriculum with early clinical integration
- Develop focus courses regarding on the public health issues faced in Oklahoma. i.e. addiction and obesity
- Explore a three year medical school curriculum pilot in conjunction with our Family Medicine rural residency programs
- Implement a four year Rural Medical Track curriculum
- Increase the dual degree options available to medical students
- Explore Global Health partnerships
- Implement service learning components throughout the curriculum
- Grow a robust curriculum oversight structure to ensure continuous innovations to the curriculum
- Advance osteopathic principles and practices in all core rotations

GOAL FOUR

Objective 4:

Residency Expansion

Strategies:

- Request AOA to modify residency program director rules to assist in the development of rural residency programs
- Analyze feasibility of residency programs on Oklahoma military bases
- Engage the Oklahoma Hospital Association to assist in the development of new residency programs in rural hospitals
- Request AOA to approve a regional DME to allow program direction over multiple hospitals by one director
- Develop an economic development approach to promoting new residencies in rural communities
- Establish mechanisms for local communities to invest in residency programs
- Identify hospitals in Oklahoma that have enough volume, acuity and faculty to support a residency program.
- AOA fast tracking of new program approvals to meet 2016 deadlines for 300 new residency slots
- Match new residency programs to areas of physician shortage
- Develop a specific plan for attaching a rural residency program to a three year medical school curriculum
- Parallel medical school class size growth to residency expansion

GOAL FIVE

Objective 5:

Research Growth

Strategies:

- Establish a strong research culture
- Improve services/support to faculty through the Office of Research
- Expand existing (Rural Health, Neuroscience, OMM, Cardiovascular, Genetics) and establish new (Data Analytics, Forensic Science, Health Care Administration, HIV) Centers of Excellence
- Encourage diversification of funding sources and provide seed funds for current research
- Increase Interdisciplinary research of the OSU-COM
- Increase visibility of research at the OSU-COM
- Encourage an atmosphere that fosters student research
- Increase collaboration across colleges within the University

GOAL SIX

Objective 6:

Funding

Strategies:

- Develop a plan for the construction of a new building to be shared by the CHS and OSU - Tulsa campuses - \$40 million
- Develop a written plan to present to the Legislature requesting state appropriations for residency expansion - \$39 million
- Develop a technology to utilize digital technology for the presentation of learning materials
- Provide \$250,000 in funding to begin the branding effort
- Develop a budget plan for the hiring of new faculty and other resources to meet medical school and graduate program expansion needs - \$6 million