

## Director's Message

These are exciting times for the field of biomedical informatics. On the clinical informatics side, the federal government and others are making unprecedented investments in the electronic health record and other information technology (IT) to improve health, healthcare, public health, and biomedical research. There is growing recognition that health IT can not only improve the quality, safety, and efficiency of healthcare and public health delivery, but also that it can empower patients and consumers. On the bioinformatics side, advances in genomics and proteomics as well as new emphasis on translational research promise to revolutionize our approaches to health and disease. The world of biomedical research has fundamentally changed, with experiments now generating massive amounts of data and researchers being required to interact with databases and other information resources to guide their work. Biomedical informatics is playing a key role in clinical and research areas, and there is great need for both informatics researchers to conceptualize and develop the new applications as well as informatics practitioners to implement them.

The OHSU biomedical informatics program is one of the largest of its kind in the world. In its decade and a half of existence, we have awarded 281 degrees to 272 individuals. We are recognized around the world for the quality and innovation of our program and the capabilities of our graduates. The recent awarding of \$5.8 million of funding for health IT workforce by the Office of the National Coordinator for Health IT (ONC) development validates our approach.

OHSU is Oregon's only academic health center. The OHSU main campus is located in the southwest hills overlooking downtown Portland, with spectacular views of the Willamette River, Mt. Hood and Mt. St. Helens. Portland is well known for its abundant offering of outdoor activities due to the close proximity of the Columbia River Gorge, the Mt. Hood forest system and the Oregon Beaches - all about an hour's drive. For those who cannot avail themselves of our splendid environment, distance learning is available. This option is particularly convenient for those who desire to maintain their current jobs or other situations during their course of study.

## Vision and Mission

The vision of the Department of Medical Informatics and Clinical Epidemiology is to achieve excellence in research, education, and service in biomedical informatics and clinical epidemiology in order to improve human health, health care, and biomedical research. We fulfill our vision through our mission of leadership, discovery, and dissemination of knowledge in biomedical informatics and clinical epidemiology. Our mission includes educating and mentoring the next generation of researchers and professionals in biomedical informatics and clinical epidemiology as well as across disciplines. We also conduct research that advances our fields and pursue research opportunities consistent with our Vision. In addition, we aim to provide our knowledge and expertise to improve human health, health care, and biomedical research in Oregon and beyond.

## Primary Teaching Faculty Contact Information

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Ash, Joan	<a href="mailto:ash@ohsu.edu">ash@ohsu.edu</a>
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## Administrative Staff Contact Information

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Chatelain, Tru Internship Coordinator	<a href="mailto:chatelai@ohsu.edu">chatelai@ohsu.edu</a>	503-494-2494
Lankes, Virginia Career Counselor	<a href="mailto:lankes@ohsu.edu">lankes@ohsu.edu</a>	503-494-2331
Sakai Help Desk Distance Learning Support	<a href="mailto:sakai@ohsu.edu">sakai@ohsu.edu</a>	503-494-7074

## The Faculty and Their Research

The Department of Medical Informatics & Clinical Epidemiology consists of more than 60 faculty, including faculty with their primary academic appointments in the department, several from other departments with joint appointments in the department, and clinical faculty with informatics/epidemiology expertise who work primarily for companies and institutions outside the university. Faculty expertise areas include: Bioinformatics and Computational Biology, Computerized Provider Order Entry, Data Cleaning and Integration, Information Retrieval, Decision Analysis, Care Management, Clinical Information Systems,

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Consumer Health Informatics, Evidence-based Medicine, Organizational Behavior, Quantitative and Qualitative Research Methods and more.

## Primary Teaching Faculty

### *William Hersh, M.D.*

Main research interest: Use of knowledge-based information (e.g., scientific literature and content that summarizes it) by health care practitioners and researchers.

Present focus: Aiming to build better information retrieval (ie, search engine) systems and to evaluate their use, as well as an interest in educational technologies, directing the large distance learning program in medical informatics at OHSU, and in the teaching and application of evidence-based medicine.

### *Joan Ash, Ph.D.*

Main research interest: Addressing people and organizational issues in health informatics, especially as they relate to the implementation of clinical systems.

Present focus: Computerized physician order entry; especially interested in using qualitative research methods such as observation and interviewing to develop accurate descriptions of clinical system use.

### *Lucia Carbone, PhD*

Main research interest: investigating sources of genome instability in species evolution and human disease. Developing experimental and analysis approaches that take advantage of next-generation sequencing and its applications (MethylC-seq, ChIP-seq, Mate-pair mapping).

Present focus: studying the possible association between genome instability and epigenetic state of transposable elements.

### *Michael Chiang, MD*

Main research interests: Telemedicine, image analysis, electronic health records, evaluation of clinical information systems.

Present focus: (1) Computer-based image analysis for diagnosis of ophthalmic disease. (2) Telemedicine diagnosis of ophthalmic disease. (3) Evaluation of usability and impact of EHR systems. (4) Standards and data representation in clinical information systems.

### *Aaron M. Cohen, M.D. M.S.*

Main research interest: Application of text mining and machine learning techniques to the scientific literature curated databases for aiding researchers in effectively using and exploring the ever-expanding biomedical knowledge base. Present focus: Application of text classification and extraction techniques for reducing the workload of biomedical database curators and authors of scientific reviews, and exploration of automated question answering and hypothesis generation techniques for biomedical researchers.

### *Deborah Cohen, PhD*

Main research interest: How people in health care organizations, particularly primary care settings, implement and use health information technology, quality improvement in primary care settings, with a focus on designing health care systems that deliver integrated care, and doctor-patient communication.

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Present focus: Identifying how unaffiliated, community-based primary care practices use electronic health records, identifying how primary care practices and community mental health clinics achieve the delivery of integrated health care, and understanding how practices and communities can partner to encourage patient health behavior change.

## ***David A. Dorr, M.D. M.S.***

Main research interest: Use of people and technology to improve quality and safety of care. Present focus: Improving the care of chronic diseases using best practices for idealized design and teamwork coupled with the ABCs of technology for collaboration: access, best practices, and communication. Special cases for multiple diseases and transitions of care. Improvement of research infrastructure for adverse event reporting and action.

## ***Karen Eden, Ph.D.***

Main research interest: Center around patient and clinician decision-making. (She has built decision analyses, written evidence reports on diagnostic accuracy and patient preferences, and overseen several graduate student decision analysis projects.) Present focus: Currently working with a team of investigators interested in obstetrics childbirth decision-making. Additionally, part of a biomedical engineering project on home-based, early detection technologies that screen for risks and help monitor the health of older adults.

## ***Justin Fletcher, Ph.D.***

Main research interest: Privacy and security aspects of data and systems in health care settings. Present focus: Currently working to identify issues associated with policy definition and security implementation related to EHR implementation from the executive perspective and to ensure these issues are presented in an educational curriculum.

## ***Paul Gorman, M.D.***

Main research interest: Focused on the use of information by experts, mainly clinicians, in real-world problem-solving, mainly patient care. Most often we use observational methods to study the activities of individuals and groups as they use information to perform real world tasks, e.g., information needs, seeking and use, naturalistic decision making, distributed cooperative problem solving, distributed cognition, and social informatics.

## ***Holly Jimison, Ph.D.***

Main research interest: Technology interventions for home health management with a focus on empowering patients to be informed participants in their medical care decisions. Topics include medical decision models, medical ethics and consumer health informatics.

Present focus: Technology for successful aging; Multimedia tools for informed consent; Home monitoring for disease management.

## ***Kathryn Krages, AMLS, MA***

Present focus: Teaches BMI 570/670 Scientific Writing for Informatics Students.

## ***Judith Logan, M.D.***

Main research interest: Examining factors that affect quality of data collected in healthcare databases and the subsequent uses of that data. Quality of data is affected by the user interfaces for collecting data, by the underlying controlled vocabularies, and by the structure of data in the databases.

Present focus: Developing vocabulary for certain procedural reports.

Also interested in evidence-based clinical guidelines and have been involved in a project to develop and disseminate these.

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***Robert A. Lowe, MD, MPH***

Main research interest: Health services research regarding access to comprehensive medical care for vulnerable populations. Present focus: Community-based participatory research in collaboration with a community based organization serving homeless, chemically-dependent and chronically ill clients with a comprehensive bio-psycho-social model of care; relationship between emergency department use and access to primary care; training the next generation of emergency medical researchers in translational research; clinical trials for the treatment of neurological emergencies.

***Vishnu Mohan, MD, MBI, FACP***

Main research interest: Consumer health informatics, clinical diagnostic reasoning. Present focus: Clinical informatics/design and implementation of electronic medical records, developing a model for online medical education. Member of Association of Program Directors in Internal Medicine (APDIM) E-Learning Taskforce, which is devising a system to promote e-learning tools for use in internal medicine residency education.

***Joanne Valerius, MPH, RHIA***

Main research interest: Human resource development in health care settings.

Present focus: A holistic approach to the workplace and how diversity impacts the workplace.

## Overview of Program

Though biomedical informatics has existed as a field for several decades, it is only recently that it has begun to come into its own and receive wider recognition, not only from those of other medical and scientific disciplines, but in all walks of life. As information technology (IT) and computing become more vital to understanding the vast amounts of data that the medical and scientific communities are confronted with, those in all areas of these fields must be prepared to contribute their knowledge, capabilities, research, and understanding.

The Department of Medical Informatics and Clinical Epidemiology at Oregon Health & Science University (OHSU) has structured several complementary academic programs to address the wide-ranging influence that informatics will have in the future of health care and biomedical research. We consider our core discipline to be informatics, which is the field concerned with the intersection of people, information, and technology. Our programs offer appropriate levels of education to a wide variety of those in health care and biomedical research as, ultimately, there are none in the field who will remain untouched by the advances such technologies will bring. Informatics researchers and practitioners apply the principles of computer science and other disciplines in specific domains such as public health, medicine, nursing, and cellular and molecular biology. Our Fellowship and PhD programs, with their emphasis on advanced research, train future researchers and educators in the field of informatics. Our Master's programs grant professional degrees appropriate for those who will be leaders and managers in their careers - CIOs, project managers, lead physicians, biomedical researchers, and the like. Both the PhD and master's program feature tracks in clinical informatics and bioinformatics. For those who may liaise with those in the previous categories but may not need a degree, our Certificate program imparts a high degree of expertise and facility in clinical informatics.

## Description of Tracks

# Biomedical Informatics Graduate Certificate Program

The Graduate Certificate program allows pursuit of two tracks, one in clinical informatics and the other in health information management. There is some amount of overlap between the two, and they have several courses and electives in common; however, students are expected to select one of these two concentrations as their primary focus.

The track in Clinical Informatics gives students a solid grounding in clinical informatics, health and medicine, computer science, and research methods. Students are prepared to assume positions that require a thorough understanding of both information technology and the health care environment. Although the curriculum has a large core of courses, it can be individualized so that those with a prior background in one area (i.e., a health care professional or computer scientist) can focus on other areas to strengthen the breadth of their knowledge.

The track in Health Information Management provides knowledge and skills in the application of information technology (IT) and health information management to healthcare. Graduates of the program have taken on additional IT responsibilities in their existing careers or embarked upon new careers as developers and managers of electronic health records. In the program, individuals with a variety of backgrounds take courses in medical informatics, health information management and related areas to gain expertise to assume positions that require a thorough understanding of both IT and the health information management practice.

## **Mandatory Institutional Training for All Graduate Students**

### **HIPAA Training**

As part of the HIPAA privacy standards, OHSU is required to educate all members of its workforce on how HIPAA will affect their role here. The OHSU workforce includes all employees, students, faculty, staff and volunteers, and may also include certain visitors. HIPAA training must be completed before student ID card, computer access or physical access to areas containing protected health information (PHI) is granted or within 30 days of beginning duties at OHSU, whichever is sooner. Those who fail to meet this requirement are subject to corrective action, up to and including termination of their relationship with OHSU. All HIPAA training modules are available at <http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/index.cfm>

### **A Higher Standard: OHSU Respect at the University**

Everyone at OHSU, including employees, students, faculty and volunteers, is required to complete the Respect at the University education. Federal and state courts have ruled that employers are compelled to train their workforce on the prohibitions of discrimination and harassment in the workplace. Furthermore, pursuant to OHSU policies, discrimination based on certain categories is strictly prohibited. This course is one of several mechanisms used to disseminate OHSU's expectations in order to prevent prohibited discrimination and harassment at the university. As OHSU's Code of Conduct expresses, respectful behavior is an expectation of all. All Respect at the University training modules are available at <http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/index.cfm>

### **Integrity Education Booster**

The Integrity Education Booster is available at <http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/index.cfm>

### **ISIS: Student Online Information System**

Using this secure, interactive application, students may register for classes, display grades, display unofficial transcripts, view student account information, review holds (if they exist), view personal information such as address, email, etc., view and/or print your class schedule. <http://www.ohsu.edu/registrar/ISISOnline.htm>

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Students register for classes online. DMICE hosts a web page that includes instructions and links to the ISIS online student information system. Access this website at: [www.ohsu.edu/dmice/registration](http://www.ohsu.edu/dmice/registration)

## Biomedical Informatics Grading Policy

A grade point average of 3.0 must be maintained. A student whose cumulative grade point average falls below 3.0 will immediately be placed on academic probation. Academic probation is intended to provide a student whose performance is less than satisfactory, a period of time to correct the deficiency. A student placed on academic probation, because of grades, must obtain a cumulative grade point average of at least 3.0 within one term. If a student on academic probation does not achieve a cumulative grade point average of 3.0 within the next term, the department may petition the Graduate Council for one term extension. Up to three consecutive extensions may be requested for a student on academic probation. Probationary students who fail to achieve a cumulative grade point average of 3.0 within the next term, and who do not receive an extension, will be dismissed from the graduate program for inadequate scholarship. A student will be removed from probation as soon as his/her cumulative grade point average is raised to 3.0 or above.

A grade of B (3.0) or better is mandatory in all **Required** courses in each domain. A grade of C (2.0) or better is mandatory in all **Individual Competency** courses in each domain. Students receiving grades lower than a B (3.0) in a **Required** course will be required to retake the course for a higher grade prior to graduation. If a student receives a deficient grade in an **Individual Competency** course, they have the option to retake the course for a higher grade, or complete an additional class from the courses offered in that particular domain.

## Incomplete Grading Policy

The grade “I” (incomplete) may be entered on the student’s record if a minor portion of the required work in a course is not completed in the allotted time. The grade of “I” should be used only when a student’s work during a term cannot be completed because of illness, accident or other circumstances beyond the student’s control. Conversion of the “I” to a letter grade may be made if the student completes the work within a period specified by the instructor of the course, but not to exceed one term. Students who receive a mark of “I” must complete the required work within the next term and the instructor must file an amended term grade report for the course, otherwise the Registrar shall convert the grade to an F. (see Incomplete Policy)

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/upload/IncompletesPolicy.pdf>

## By-Laws of the Graduate Council

Policies and procedures that apply to all graduate programs are described in the By-Laws, including such matters as grading, standards of academic performance, academic probation, general degree requirements, time limits, oral examination procedures, dismissal/suspension procedures and student grievance procedures. The document can be found on the Graduate Studies website at:

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/administration-forms.cfm>

## Professional Conduct Policy

The Graduate Council has established a policy that outlines expectations for professional behavior of graduate students in the School of Medicine. These guidelines were developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual. The policy describes several examples of meritorious student behavior. It also defines unacceptable conduct and the procedures for addressing allegations of unacceptable conduct by students.

### 1. General statement of ethics and professional behavior

Graduate professional training includes more than coursework. An essential facet of this training is the acceptance of a code that outlines responsible behavior for the students. This code specifies the obligations students have to others, to their program and profession, to their institution and to the public. These guidelines have been developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual. Learning and adhering to this code will create a positive academic atmosphere and expose the student to behaviors and attitudes required for success in the academic community.

### 2. Expectations of a graduate student

Behaviors and activities expected of all graduate students of the School of Medicine include the following:

- Academic achievement demonstrated by successful completion of coursework and substantial progress in research training
- Pursuit of knowledge that enhances the image of the University and the student's professional field
- Advancement of the University mission through research, education, healing and community service
- Respect for human and animal participants in research and treatment of these participants in a thoughtful and humane manner
- Responsible conduct in the acquisition and communication of scientific findings
- Favorable representation of the institution during all professional activities
- Stimulation of interactions with colleagues to enhance the extended professional community
- Achieving the highest standards of relevant professional fields and societies

### 3. Statement of meritorious behavior

Additional activities exist for graduate students to enhance their experience in higher education.

These endeavors extend beyond the general performance expectations and can significantly enhance their overall professional training and serve the higher goals of their institution and profession. It is important that these activities are encouraged, acknowledged and cultivated among the next generation of professionals.

Activities considered meritorious for a graduate student of the School of Medicine include the following:

- Publishing highly regarded scientific papers, receiving awards, grant funding and travel scholarships
- Building intellectual, teaching and communication skills to share research discoveries within the professional community through seminars and meetings, with the public, and with the legislators that fund their research
- Participating in national scientific societies and taking a leadership role in professional activities at a local or national level (e.g., Graduate Student Organization, Graduate Research Forum, Public Advocacy Forum, Professional Societies)
- Providing service to the graduate program by actively participating in the recruitment of new students and fostering intellectual exchange at departmental meetings and retreats
- Strengthening the link between the research world and the public (e.g., talks given to public including K-12 classrooms, developing demonstrations of science for exhibits)

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- Enhancing the translational aspect of their research through exposure to both basic and clinical facets of a question and improving communications between basic and clinical disciplines

## 4. Unacceptable conduct by graduate students

Unacceptable conduct for graduate students of the School of Medicine includes but is not limited to the following:

- A) Violating existing university policies and regulations, including but not limited to those set out in the OHSU Policy Manual, Chapter 2 regarding student affairs or the OHSU Code of Conduct;
- B) Providing or receiving unauthorized assistance in course work including:
- Submitting work (including papers, examinations, homework, and computer code) prepared by someone else as one's own work,
  - Obtaining a copy of an examination prior to the assigned date and time for that examination,
  - Using notes or other materials (books, calculators, cell phones, computers) not approved by the instructor during an examination,
  - Copying from or giving information to another student during an examination,
  - Having someone else take a course, do homework, write papers, or take an examination in one's place,
  - Collaborating with others on assignments or take-home examinations when the instructor requires individual work,
  - Submitting a paper or project prepared for another class as new work without the consent of the instructor;
- C) Engaging in plagiarism – representing the work of another as one's own. Specifically this includes copying material from another source (including books, journals, and web pages) without use of quotation marks and/or acknowledging that source by citation. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See [http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT\\_rank=1#](http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1#) for information on code of conduct for OHSU and <http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm> for more information on citing sources and recognizing plagiarism;
- D) Misconduct in Research, including:
- Knowingly fabricating, altering, or destroying data in a research project,
  - Representing another person's data as one's own,
  - Knowingly falsifying research results or other data,
  - Sabotaging the research efforts of another person;
- E) Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to educational or professional matters;
- F) Exhibiting behavior that is disruptive to the learning process or to the academic or community environment, such as disruption of formal lectures or other University events;
- G) Engaging in discriminating or disrespectful behavior toward another student, employee, trainee or other individual affiliated with the university. This behavior includes statements, gestures or other activities directed toward another individual that make the work or educational environment unpleasant and/or may compromise the ability of that individual to work or learn effectively or comfortably;
- H) Current habitual or excessive use of alcohol, unlawful drugs or misused prescription drugs which bears on the suitability of the student for the student's profession of study.

## 5. Procedure for Complaints of Unacceptable Conduct by Students.

Each educational and degree-granting program within the Graduate Studies Program of the School of Medicine shall identify an individual(s) (hereinafter referred to as the "Program") responsible for receiving and addressing complaints of unacceptable student conduct or other concerns related to violations of OHSU policies. Anyone who believes, in good faith, that a student has engaged in unacceptable conduct or has violated

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any of OHSU's policies may report this by submitting a written complaint to the Program or by following the reporting procedure presented on page M-1 of the Code of Conduct. Reports may also be made directly to an appropriate administrator for the School of Medicine, such as the Associate Dean for Graduate Studies. Reports will be treated confidentially within the limits of the law. Questions regarding these limits may be sent to the Director of the OHSU Integrity Office (contact information is listed on page M-2 of the Code of Conduct). If a student wishes to make an anonymous report, the "Hotline" procedure in the Code may be followed.

Complaints of unacceptable student conduct will be investigated and resolved using the procedures which follow. Prohibited conduct that is the responsibility of other OHSU committees or offices will be referred to the OHSU Integrity Office for coordination with and further handling by those committees or offices. Such prohibited conduct (and the involved office or committee) includes criminal activities (Public Safety), illegal activities (Legal Department), misconduct in research (e.g. Scientific Integrity Committee, IACUC, IRB), and harassment or discrimination (Office of Affirmative Action/ Equal Opportunity).

The Program will investigate complaints to determine whether there are reasonable grounds to believe that the complaint is well founded. If reasonable grounds are not found, the complaint will be dismissed. If reasonable grounds are found or if the student(s) accepts responsibility for the conduct, the student will be informed of the matter charged. The student(s) will be given an opportunity to explain the behavior and will be informed of the evidence supporting the charge. In addition to information provided by the student(s), the Program may involve other individuals and information that are pertinent to the charge. Reasonable effort to maintain confidentiality in this investigation, within the limits of law, will be made.

The Program will determine whether unacceptable conduct occurred and, if so, the appropriate sanction or recommended sanction. If the recommended sanction is suspension or dismissal, the matter will proceed in accordance with the procedures for such actions set forth in Article IX of the Graduate Council By-Laws. For all lesser sanctions, including probation, reprimand, restitution, community service, and/or grade changes, the Program may impose the sanction(s) upon notification to the student in writing. Students may appeal sanctions of suspension or dismissal to the Provost through processes defined in OHSU Policy 02-30-050. Grounds for appeal, as established in that policy, include failure of the Program to follow established procedures, new material information, and conflict of the sanction with laws, rules or OHSU policy.

The Program shall maintain documentation of complaints of unacceptable student conduct in accordance with University rules addressing the maintenance and retention of student disciplinary records.

The following sanctions may be imposed or recommended for students found to have engaged in unacceptable conduct. More than one sanction may be imposed or recommended for any incident of unacceptable conduct, any sanctions may be imposed or recommended for a single incident of unacceptable conduct, and repeated incidents of unacceptable conduct may result in more severe sanctions. In addition, the person(s) responsible for administration of those sanctions and the documentation that must accompany any sanctions or recommended sanctions are stated.

A) Dismissal: A student who has been dismissed from any graduate studies program is ineligible to reenroll in classes in the Graduate Studies Program of the School of Medicine.

- Policies and procedures related to dismissal of a student may be found in the Graduate Council By-Laws.
- The Dean of the School of Medicine makes the decision on dismissal.
- The Program must submit a letter of recommendation for dismissal to the Associate Dean for Graduate Studies; copies of this letter must be sent to the student and kept in program records.

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B) Suspension: A student who has been suspended from any graduate studies program may be eligible to reenroll in classes in the Graduate Studies Programs of the School of Medicine.

- Policies and procedures related to suspension of a student may be found in the Graduate Council By-Laws.
- The Dean of the School of Medicine makes the decision on suspension.
- The Program must submit a letter of recommendation for suspension to the Associate Dean for Graduate Studies; copies of this letter must be sent to the student and kept in program records.

C) Probation: A sanction of disciplinary probation may be imposed for a defined period of time.

During this time, the student may remain enrolled in the graduate studies program. The probationary period allows the student time to correct prior unacceptable behavior(s) and may result in suspension or dismissal if condition(s) of the probation are not met. Conditions of probation may include but are not limited to loss of privileges, restitution, or educational activities.

- The Program makes the decision to impose the sanction of disciplinary probation.
- The student must be notified in writing of the conditions of the probation and when the probationary status expires.
- Copies of this letter will be retained in program records and sent to the Associate Dean for Graduate Studies
- Upon satisfactory completion of the disciplinary probation period and conditions of probation, the Program will notify the student that the probationary period has ended; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

D) Letter of Reprimand: A student may receive written notice that the conduct in which the student is engaged is inconsistent with this policy on professional conduct. Such notice will indicate that future violations of the policy may result in the imposition of more severe sanctions.

- The Program makes the decision to impose the sanction of letter of reprimand.
- The letter of reprimand must be sent to the student, with copies retained in program records and sent to the Associate Dean for Graduate Studies

E) Restitution: In cases involving damaged, stolen or misappropriated property a student may be required to reimburse by dollar amount, by transfer of property, or by provision of services to the University or a member of the University community in accordance with the nature of the violation and in an amount not to exceed the actual expenses, damages or losses incurred.

- The Program makes the decision to impose the sanction of restitution.
- The student must be notified in writing of the terms of restitution, with copies of this letter retained in program records and sent to the Associate Dean for Graduate Studies.
- Upon satisfactory completion of the terms of restitution, the Program will notify the student in writing that the student has satisfied the restitution terms; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

F) Community Service: A student may be required to render a designated number of hours of specified service to the University or the community.

- The Program makes the decision to impose the sanction of community service.
- The student must be notified in writing of the required community service, with copies of this letter retained in program records and sent to the Associate Dean for Graduate Studies.
- Upon satisfactory completion of the community service, the Program will notify the student in writing that the student has completed the required community service; copies of this letter will be placed in program records and sent to the Associate Dean for Graduate Studies.

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G) Grade change: A grade change for a course because of unacceptable conduct is an available sanction only where the unacceptable conduct relates to the course.

- Except as noted below, the Program makes the decision to impose the sanction of grade change for a course.
- The student must be notified in writing of the grade change for a course, with a copy of this letter retained in program records and sent to the Associate Dean for Graduate Studies.
- The course instructor makes the decision to change a grade for an individual assignment on which there was plagiarism or cheating. The instructor may then submit a letter concerning the grade change to program records.

## OHSU Bookstore

Phone: 503-494-7708

Email: [books@ohsu.edu](mailto:books@ohsu.edu)

Website: <http://www.ohsu.edu/ohsubookstore/>

The OHSU Bookstores are owned and operated by OHSU to provide staff, faculty, students, patients and the OHSU community with medical, dental, nursing and allied health books, software, materials and equipment. Books can be purchased online through the OHSU bookstore or from other online bookstores (amazon.com, powells.com, etc).

## Cashier's Office

Phone: 503-494-8243 or 1-800-775-5460

Located in Baird Hall 301 – Monday through Friday 8:00 am – 3:45 pm

Summary of services

- Disburse student financial aid and process payments to student accounts.
- Receive and record revenues from various departments including bookstores, cafeterias, various patient areas, parking and research services.
- Distribute disbursement checks from accounts payable, adjustment checks from Payroll and checks from the foundation.
- Oversee direct deposit of student financial aid refunds.

## Library Access

Information Desk: 503-494-3462

Circulation Desk: 503-494-3460

Email: [library@ohsu.edu](mailto:library@ohsu.edu)

Website: [www.ohsu.edu/library](http://www.ohsu.edu/library)

Distance learning student can receive access by filling out the form at:

<http://www.ohsu.edu/xd/education/library/services/forms/barcode.cfm> and a library card will be issued. This will be needed for checking out materials, using the Orbis system and accessing resources from off-campus.

Only students currently enrolled in classes will have library access.

## Office of Academic and Student Affairs

Phone: 503-494-7878

Website: <http://www.ohsu.edu/academic/acad/>

Location: Baird Hall, Room 1028

Provost for Academic and Student Affairs has the overall responsibility for the Bookstore, Financial Aid, Fitness and Sport Center, Health Services, Registrar, student organizations and other support functions including food services and vending machines. In addition, this office coordinates policies and programs with the deans of students of each school. Student Affairs assists individual students and student groups with a

# Biomedical Informatics Graduate Certificate Program

variety of concerns and communicates student opinions throughout the university. The Office of Student Affairs welcomes students' viewpoints on programs, policies, procedures and facilities, positive or negative.

## Change of Address

Address changes can be made on the ISIS website. <http://www.ohsu.edu/registrar/ISISOnline.htm>

## Student Access

Phone: 503 494-0082

Website: <http://www.ohsu.edu/student-access>

Email: [orchards@ohsu.edu](mailto:orchards@ohsu.edu)

Our program is committed to all students achieving their potential. If you have a disability or think you may have a disability (physical, learning, hearing, vision, psychological) which may need a reasonable accommodation please contact Student Access to discuss your needs. Because accommodations can take time to implement, it is important to have this discussion as soon as possible. All information regarding a student's disability is kept in accordance with relevant state and federal laws.

## Registrar and Financial Aid Office

If you need financial assistance to attend OHSU, please visit the Financial Aid Office, visit their website at: [www.ohsu.edu/finaid](http://www.ohsu.edu/finaid) Students enrolled in an online graduate certificate program are not eligible for federal aid. Private loans are the general resource for funding a certificate education.

The Registrar's office provides a number of services including class registration, grade reports and official transcripts. It is particularly important that students register for courses by the term deadlines listed in the academic calendar. The Registrar and Financial Aids office also receives requests for financial aids and deferral of student loans. It should be noted that many actions that affect student status are initiated at the program level before being officially recorded by the Registrar. These actions include change of grade, advancement to candidacy, request for oral exam and leave of absence. Graduate Studies Coordinators within each department can assist students with these procedures and other requests.

## Tuition/Fees

Tuition payments are made at the Baird Hall Cashier's Office or on the ISIS system. Cashier's office hours are 8:00-3:45 and the phone number is 503-494-8243 or 1-800-775-5460. Note that payment cannot be made until the Registrar has processed your registration, which is usually within a day or two. If you are waiving major medical coverage you must have that form completed before paying your tuition in order to avoid the charge. The tuition and fee schedule can be accessed at [www.ohsu.edu/registrar](http://www.ohsu.edu/registrar). Click on "Tuition and Fees 2012-2013", then on "Medicine-Biomedical Informatics." The tuition/fee schedule for the current academic year is included in this handbook. In addition to tuition, all students enrolled in the Biomedical Informatics Distance Learning program will be assessed a quarterly technology fee of \$145.00.