## Purpose Statement

Purpose of this course is XXXXXX

## Course Goals

1. Competency #: Corresponding course goal
2. Competency #: Corresponding course goal
3. Competency #: Corresponding course goal
4. Competency #: Corresponding course goal

## Schedule

Week 1 Monday:

## Contacts

|  |
| --- |
| **Course Director**  , MD  [@ohsu.edu](mailto:friessd@ohsu.edu) |

|  |
| --- |
| **Course Coordinator**  Name of coordinator  [@ohsu.edu](mailto:sasaokar@ohsu.edu) / 503-xxx-xxxx |

## Graded Components

Final Grade: XXXXX

Students will be graded on their XXXXXXXX.

## Attendance Expectations

Regular attendance at all rotation activities is required. A request for time-off form must be filled out and submitted for any leave including illness. Permission to miss any days must be approved by the Clinical Experience Director and cleared by your attending. See the medical student handbook under Attendance Expectation located in the SAKAI, Office of UME, Student Information.

Holidays: No clinical duties or class on Thanksgiving Day

## Protocol to Avoid Portfolio Coaches, Family Members and/or Health Care Providers to a Medical Student Providing Assessment

MD accreditation standards from the LCME require a coach and/or health care providers to a medical student to avoid being in an evaluative position over his/her students. In addition, School of Medicine prohibits a family member to a medical student providing academic assessment.

For detail about the protocol to avoid portfolio coaches evaluating their own students, refer to Student Handbook.

In the event a student has inadvertently been assigned to a physicians who falls into any of the following categories, contact the course director and coordinator so you can be reassigned to another supervising physicians. Students should not specify the precise reason to the director/coordinator if any of these categories apply—simply let them know to be reassigned. You should not be disclosing the category to the director or coordinator.

• Student is currently receiving or has previously received health care from assigned supervising physician

• Student’s assigned supervising physician is his/her portfolio coach

• Student’s assigned supervising physician is a family member

## Experiencing Difficulties?

Please refer to the Medical Student Handbook for full details of standards of conduct in the learner-teacher relationship and mistreatment.  Please reach out if you are having trouble or have questions.

Resources are available for students experiencing difficulty, and include, but are not limited to:

1. Faculty teachers in clinical experiences
2. Clinical Experience Director
3. Assistant Deans for Student Affairs – Dr. Amy Garcia and Dr. Ben Schneider
4. Associate Dean for Undergraduate Medical Education – Dr. Tracy Bumsted
5. University Ombudsman – Merle Graybill (503-494-5397)
6. Student Health and Wellness Center
7. Center for Diversity and Inclusion

## Mechanism of Reporting Violations of the Code of Professional Conduct

Any student experiencing or witnessing mistreatment is strongly encouraged to report this so that awareness and intervention can occur to prevent ongoing inappropriate behavior. OHSU has a zero-tolerance policy for retaliation against anyone who reports violations of the [OHSU Code of Conduct](https://o2.ohsu.edu/integrity-department/code-of-conduct/). There are **multiple ways for medical students to report mistreatment**, including:

* Office of Undergraduate Medical Education – confidential [report](http://bit.ly/Mistreatment) to Assistant Deans for Student Affairs (Drs. Benjamin Schneider and Amy Garcia)
* Clinical Experience Director
* Office of Undergraduate Medical Education – Associate Dean, UME (Tracy Bumsted, MD, MPH)
* OHSU [AAEO](https://www.ohsu.edu/xd/about/services/affirmative-action-and-equal-opportunity/) – Laura Stadum, JD, Director, confidential report [complaint form](http://www.ohsu.edu/xd/about/services/affirmative-action-and-equal-opportunity/forms-and-brochures/index.cfm)
* OHSU Ombudsman – [Merle Graybill](mailto:graybill@ohsu.edu), 503-494-5397
* [OHSU Integrity Office](http://www.ohsu.edu/xd/about/services/integrity/index.cfm) – 503-494-8849 (877-733-8313 toll free and anonymous hotline)

Reporting is important so that support can be provided to the student and awareness and intervention can occur to prevent future inappropriate behavior. Students subjected to abuse, discrimination and/or harassment also have a right to file a grievance with the School of Medicine or, where legally prohibited discrimination is involved, have their concerns reviewed by the OHSU Affirmative Action & Equal Opportunity Office.

## Professional Appearance and Dress

Students are expected to adhere to professional attire when encountering patients whether in the classroom or in a clinical setting. Patients come from very diverse backgrounds that need to be respected.

Classroom settings are considered informal unless there are patients present. Students participating in classroom activities should be well-groomed and neat and use good judgement about what is too casual.

Students are responsible for reading and adhering to the OHSU Professional Appearance policy, <http://www.ohsu.edu/xd/about/services/logistics/procurement/upload/professional-appearance-policy-HC-HR-101-RR.pdf>

# Institutional Policies and Resources

## Statement Regarding Students with Disabilities:

OHSU is committed to inclusive and accessible learning environments in compliance with federal and state law. If you have a disability or think you may have a disability (mental health, attention-related, learning, vision, hearing, physical or health impacts) contact the Office for Student Access at (503) 494-0082 or OHSU Student Access (mailto:studentaccess@ohsu.edu) to have a confidential conversation about academic accommodations. Information is also available at Student Access Website (http://www.ohsu.edu/student-access). Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible.

## Student Evaluation of Courses:

Course evaluation results are extremely important and used to help improve courses and the learning experience of future students. Responses will always remain anonymous and will only be available to instructors after grades have been posted. The results of scaled questions and comments go to both the instructor and their unit head/supervisor. Refer to Student Evaluation of Courses and Instructional Effectiveness, \*Policy No. 02-50-035 (https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-

manual/chapter-2-student-affairs/ohsu-policy-02-50-035.cfm).

\*To access the OHSU Student Evaluation of Courses and Instructional Effectiveness Policy, you must log into the OHSU O2 website.

## Copyright Information

Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its Copyright Web Page (http://www.ohsu.edu/xd/education/library/services/copyright/ohsu.cfm)

Sakai course web sites contain material protected by copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright

## Syllabi Changes and Retention

Syllabi are considered to be a learning agreement between students and the faculty of record. Information contained in syllabi, other than the minimum requirements, may be subject to change as deemed appropriate by the faculty of record in concurrence with the academic program and the Office of the Provost. Refer to the \*Course Syllabi Policy, 02-50-050. (https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-50-050.cfm)

\*To access the OHSU Course Syllabus Policy, you must log into the OHSU O2 website.

## Commitment to Diversity & Inclusion:

OHSU is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran’s status, ancestry, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu (mailto:aaeo@ohsu.edu). Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator at 503-494-0258 or [titleix@ohsu.edu](mailto:titleix@ohsu.edu). (<mailto:titleix@ohsu.edu>.)

## Modified Operations, Policy 01-40-010.:

Students should review the O2 or call OHSU’s weather alert line at 503-494-9021 for the most up-to-date information on OHSU-wide modified operations which include but are not limited to delays or closures for inclement weather. For specific campus information, outside of Portland, check the following sites:

Ashland Campus: SOU Inclement Weather (https://inside.sou.edu/hrs/inclement-weather.html) Klamath Fall Campus: OIT Inclement Weather (http://www.oit.edu/inclement-weather)

La Grande Campus: EOU Inclement Weather Update (https://www.eou.edu/news-press/campus-status-and-weather-updates/)

Monmouth Campus: WOU Inclement Weather (<http://www.wou.edu/hr/resources/policies/campus-inclement-weather-notice>)

## OHSU Learning Resources Available to Students\*:

**Registrar’s Office**

Mackenzie Hall, Rm. 1120

503-494-7800; Email the Registrar (mailto:regohsu@ohsu.edu)

**Student Registration Information:**

To Register for Classes (http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/index.cfm)

**OHSU ITG Help Desk**

Regular staff hours are 6 a.m. to 6 p.m., Monday through Friday, but phones are answered seven days a week, 24 hours a day. Call 503 494-2222.

**Teaching and Learning Center**

Academic Support Counseling and Sakai Course Management System, please contact the TLC Help Desk at 877-972-5249 or email Sakai Help Desk (mailto:sakai@ohsu.edu)

**Office of Public Safety**

* Emergency on Campus: 503-494-4444 (Portland)
* Non-emergency: 503-494-7744; Contact Public Safety (mailto:pubsafe@ohsu.edu

**Student Health and Wellness Center**

Baird Hall, Rm. 18 (Primary Care) and Rm. 6 (Behavioral Health)

503-494-8665; For urgent care after hours, 503-494-8311 and ask for the Nurse on call.

Wellness Center Information (mailto: [SHW@ohsu.edu](mailto:SHW@ohsu.edu))

**\*Exceptions include Public Health students who have selected PSU as their primary providers and students whose home campus is a satellite campus or online. If your home institution is not on the Portland campus, contact your home institution student support services for more information.**

**Ombudsman Office**

Gaines Hall, Rm. 117

707 SW Gaines Street, Portland, OR 97239

503-494-5397; Contact Ombudsman (mailto:graybill@ohsu.edu)

**Library: Biomedical Information Communication Center**

BICC Library Hours of Operation (http://www.ohsu.edu/xd/education/library/about/hours.cfm)

## Expectations of Professional Conduct & Behavior:

OHSU faculty, staff, and students are expected to conduct themselves in accord with the high ethical standards expected of health professionals as noted in the [OHSU Code of Conduct](http://www.ohsu.edu/xd/about/services/integrity/policies/coc.cfm). In addition the OHSU Code of Conduct, refer to your program’s handbook for additional details.