



**Welcome to OHSU!** We are excited to have you visit OHSU and rotate in our clinical experiences, and on our clinical teams. The information in this document will help you understand the resources OHSU School of Medicine Office of Undergraduate Medical Education provides for you while you are visiting us.

**OHSU Undergraduate Medical Education Dean’s Office Contacts**

Associate Dean, Undergraduate Medical Education	<b>Tracy Bumsted, MD, MPH</b> <a href="mailto:bumstedt@ohsu.edu">bumstedt@ohsu.edu</a> Office: 5 <sup>th</sup> floor south tower, Robertson Life Sciences Building at OHSU South Waterfront 2730 SW Moody Ave, CL5MD Portland, OR 97201
Assistant Deans, UME Student Affairs	<b>Rebecca Cantone, MD</b> <a href="mailto:cantone@ohsu.edu">cantone@ohsu.edu</a> <b>Benjamin Schneider, MD</b> <a href="mailto:schneibe@ohsu.edu">schneibe@ohsu.edu</a> Office: 5 <sup>th</sup> floor south tower, Robertson Life Sciences Building at OHSU South Waterfront 2730 SW Moody Ave, CL5MD Portland, OR 97201
Office of UME Curriculum and Student Affairs General Information including parking pass request:	<a href="mailto:casa@ohsu.edu">casa@ohsu.edu</a> 503-494-8228

In order to begin a visiting rotation at OHSU, you must be approved by the School of Medicine’s Office of UME and follow all visiting student procedures prior to arrival. This includes, but is not limited to, successfully completing an application through the Visiting Student Application Service (VSAS). The approval includes a verification of your educational credentials and qualifications comparable to OHSU medical students in our clinical experiences. You and your home medical school/institution will be provided a performance assessment following your rotation. Please contact us with questions, we are here to help you!

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**Blood Borne Pathogens/Occupational Injury and Post-Exposure Procedure**

Oregon Health & Science University (OHSU), School of Medicine requires all visiting students to have had blood borne pathogen training at their home institutions prior to rotating at OHSU/VA Portland. Visiting students exposed to an infectious disease (through needle stick, bodily fluids, etc), an environmental hazard, or sustaining some other occupational injury, should:

1. Seek immediate care at the OHSU Emergency Department as soon as possible after the injury.

2. If you need help navigating, contact Student Health & Wellness Center at 503-494-8655 during the normal business hours.
3. Notify appropriate party at your home institution of the injury.
4. OHSU School of Medicine will not bear the financial responsibility for any charges generated or billed to the visiting student as a result of an occupational injury or exposure while on a clinical experience.

## **Code of Professional Conduct**

OHSU School of Medicine requires all visiting students to complete COMPASS training modules including Respect at the University, Integrity Foundations and Information Privacy and Security Essentials prior to the start of the rotation. The faculty and students of the School of Medicine at the OHSU as well as all visiting students are expected to conduct themselves in an ethical, prudent and humanitarian manner while engaging in all phases of their professional and academic life. The following behaviors and attitudes are thought to embody some of the key requirements for professional conduct expected of faculty and students in the medical, graduate and allied health programs. A deviation from expected conduct may result in early termination of a visiting rotation.

- Honesty is a necessary professional virtue. Students and faculty are expected to be honest in their academic and professional interactions with each other and in their dealings with peers, patients, the Oregon Health & Science University and the professional community. Academic honesty includes the responsibility for producing original academic work, as well as properly citing sources and not plagiarizing.
- It is expected that faculty and students will discharge their professional obligations in a timely and responsible manner.
- Society sanctions health professionals to help people endure physical and emotional distress, entrusts them to examine intimate areas of the body and grants them the privilege of listening empathetically to closely guarded secrets and fears. Consequently, it is expected that health professionals will treat patients and their families with dignity and respect and will hold the information that they acquire in strictest confidence.
- Faculty and students will demonstrate the following attributes of trustworthiness: truthfulness (truth telling and absence of deception), conscientiousness (thoroughness in data gathering and dependability in follow through), and discernment (awareness of one's limits in knowledge and skill and the application of knowledge and skill appropriate for one's level of training)
- Faculty and students will not allow personal concerns and biases to interfere with the welfare of their patients.
- Faculty and students should show respect for each other and for those who support the care of patients and the academic programs.

- Faculty and students should assist each other to identify and maintain professional standards of conduct in a dignified and helpful manner.
- Conflicts among students and faculty should be addressed and resolved in an equitable and professional manner.
- Professional responsibilities require mental and physical abilities that are unimpaired by the use of drugs or alcohol.
- Electronic information—see Standards of Electronic Information Conduct found in the Medical Student Handbook (can be found on OHSU School of Medicine Program Curriculum webpage).

## **Mechanisms for 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](#). There are **multiple ways for medical students to report mistreatment**, including:

- Office of Undergraduate Medical Education – confidential [report](#) 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](#) – Laura Stadum, JD, Director, confidential report [complaint form](#)
- OHSU Ombudsman – [Merle Graybill](#), 503-494-5397
- [OHSU Integrity Office](#) – 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.

## **Parking Permits and Transportation**

Parking and Transportation Office:

Phone: 503-494-8283

E-mail: [parking@ohsu.edu](mailto:parking@ohsu.edu)

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

Location: Physical Plant Building

Hours of operation are 7:00am to 5:00pm, Monday – Friday. The Office is closed from 2:30-3:30 on Fridays.

Visiting students who would like to purchase a parking permit for an OHSU parking lot should contact the Parking and Transportation office regarding information about parking as well as information about purchasing transit passes (TriMet and C-Tran). For bicycling and bike incentive program information, visit [www.ohsu.edu/bike](http://www.ohsu.edu/bike) or email [bike@ohsu.edu](mailto:bike@ohsu.edu). The Student Center has a bike repair center with tools and supplies available. Please inquire at the Student Center. Students who wish to purchase a limited duration parking pass should fill out the parking permit request form, which can be found on the Parking and Transportation office website above. Students should complete the request form, and email it to the Office of UME, ([casa@ohsu.edu](mailto:casa@ohsu.edu)) for approval and signature. One of the UME office staff members will return your approved form to you so that you may take it to the Parking and Transportation office to purchase a permit.