

Clinical Site Requirements and Restrictions (updated 5.29.2019)

The University of Oklahoma College of Medicine

Student educational experiences at clinical sites are a privilege subject to various rules and conditions.

The following conditions, requirements, and/or restrictions apply to clinical education experiences that occur at clinical training sites. Students are required to fully observe, obey, and comply with each of the items listed below. Certain sites impose additional requirements (see Site-Specific Requirements below). Please read each of these items carefully. If students have questions they may contact the associate deans responsible for academic affairs or student affairs.

1. Students are required to wear uniforms (student white coat) with name badges issued by the School, be well groomed and make a neat appearance while at the site.
2. Students must follow and abide by College of Medicine policies.
3. Students are required to be familiar with, adhere to, and abide by all administrative and/or clinical rules, regulations, policies, standards, and practices of the clinical training site including those regarding professional behaviors and attitudes that are applicable to students. Students are expected to participate in any applicable training that is provided by the site. Such materials and training may be provided and/or delivered by the clinical training site.
4. Students may be required by some sites to have a health/medical examination prior to beginning of training experience.
5. Students are required to follow the policies and procedures of the clinical training site with respect to confidentiality of patient/client records and information imparted during training experience, i.e. protected health information (PHI), as required by HIPAA and other applicable laws and regulations. These requirements survive the termination or expiration of the training experience.
6. Student's participation in rotation at clinical training site does not create an employment relationship between the student and the host agenda and student is not entitled to compensation, fringe benefits, worker's compensation, unemployment compensation, income tax withholding, social security or any other program benefit.
7. Students may not use in any manner the names, symbols, trademarks, service marks, or other intellectual property of the facility or its affiliates or subsidiaries without prior written consent.
8. Students may not circulate or publish any material (including classified information) related to the clinical learning experience without the written consent of the facility.
9. Students must sign Trainee Confidentiality Agreement (maintained in the Office of Student Affairs).
10. Students are allowed to observe College of Medicine holidays.
11. Students must be supervised at all times in accordance with College of Medicine policy #410. Students must report inadequate clinical supervision in accordance with policies #416 and 417.
12. Students are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order. Students may accept orders and assignment only from the faculty or the Instructor making patient assignments to the students.
13. Students are not permitted to double-check on medications or blood products.
14. Students must not begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.
15. Students may not administer IV Push medications with or without supervision at some sites.
16. Students may not serve as witness to legal documents at some sites.

17. Some sites require a Criminal Background Check (CBC) in addition to the one required by the College of Medicine (which may include fingerprinting). If a request is made, the student shall submit the requested information.
18. Some sites require verification of immunization/vaccination history. Upon request, the student will provide such documentation or request the Student Affairs Office to provide.
19. Some sites may require proof that student has received training in the prevention of transmission of both blood borne and airborne pathogens and in universal precautions. Upon request, the student will provide such documentation or request the Student Affairs Office to provide.
20. Some sites may require students to obtain, undergo, or utilize additional precautionary health requirements, medical examinations, or other protective measures. If a site imposes additional requirements beyond what the student has experienced in their education to that point, it is the student's responsibility to obtain and/or meet these requirements.
21. Some sites require that students maintain professional liability insurance in excess of the base amount provided by the College. Students must work with the college to obtain additional insurance as required by the site.
22. Some sites require that students maintain health insurance and may request students provide proof of insurance prior to beginning of training experience.
23. Some sites require that students submit to a substance abuse/drug screening test.
24. If a situation occurs where a student is requested to engage in actions that violate OU COM or OUHSC Policy, the student shall immediately contact the site supervisor and the associate dean responsible for student affairs.
25. If a student does not feel that they are able to perform the assigned clinical responsibilities he/she must contact his/her course director (or associate dean for student affairs if they are unable to reach the course director).
26. Students must provide their own transportation, to arrive and depart promptly, and park in appropriate designated areas only.
27. Students must maintain current BLS status at all times.
28. Students understand that they may be removed or withdrawn from the site when it is determined that further participation is not desirable.
29. Students are required to maintain confidentiality at all times and may not take any records, documents, facility materials from the facility at any time without written permission.
30. Students may also not use their cellular phones or any other devices to take photos or videos while in the facility.
31. Some sites may require students to receive an annual influenza vaccination or to sign a document indicating that they will wear a surgical mask while at the site because they did not receive the vaccine. Students must comply with the requirements that are specific to each site.

Site-Specific Requirements

Local and Regional Institutions

Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital

- Evidence of a criminal background check, immunizations, 5-panel drug screen, tuberculosis screening and respiratory mask fit certificate for each rotating student.
- An acceptable criminal background check must be clear and is valid only if completed while student is enrolled in current program.

- Required proof of immunizations must include MMR vaccination, varicella vaccination or immunity, and Hepatitis B vaccination. A signed waiver will be accepted if Hepatitis B vaccination is refused. Proof of a flu shot is required if rotating in the months of December through March. If flu shot is refused, student must wear mask in all patient areas.
- The required 5-panel drug screen must include screen for amphetamines, marijuana, cocaine, opiates, and phencyclidine. Drug screen only valid if completed while student is enrolled in current program.
- Tuberculosis screening and respiratory mask fit certificate must have been completed within 12 months of rotation.

AHS Hillcrest Medical Center

- Students will sign a Student Confidentiality Agreement that will be kept on file in the College of Medicine. Copies of this signed document may be provided to the Facility upon request.

Armor Correctional Health Services, Inc.

- Student shall follow all applicable administrative policies, standards, and practices of the Oklahoma County Sheriff's Office, in addition to those of the facility and College, relative to security, clinical education, clinical performance, and patient care, including confidentiality of Protected Health Information as described by HIPAA.
- Student shall not conduct any research involving the Facility's patients without prior written consent of the Affiliate.

Chickasaw Nation Medical Center

- Students must have current CPR certification that meets facility standards before beginning clinical rotations.
- Students are responsible for timely compliance with the criminal background checks, including fingerprinting, in accordance with Chickasaw Nation Department of Health (CNDH) Policy Number 09 ADM 7210 as provided for in §5.

Christiana Care Health Services (CCHS)

- Students must pass the following clearances:
 - Criminal Background check (in accordance with the procedures established by OUCOM)
 - Child Abuse Check (in accordance with procedures established CCHS, who will conduct this check)
 - Elder Abuse Registry Check (in accordance with the procedures established by CCHS, who will conduct this check)
 - Valid Visa for non-US citizen students
 - Drug Screen (in accordance with procedures established by OUCOM)
 - Such other requirements as CCHS may deem necessary or as required under Delaware State Law.
- Student must maintain professional insurance covering all acts and/or omissions of student participating under affiliation agreement: (i) professional liability insurance with a minimum limit of \$1,000,000 per occurrence and an annual aggregate limit of \$3,000,000 and (ii) proof of insurance.

Claremore Regional Hospital

General Regulations:

- a. Fourth-Year Students are permitted to the following functions:
 - i. Assist in surgery
 - ii. History and Physical (H&P) under Direct Personal Physician Supervision, write SOAP notes with Direct Personal Physician Supervision and immediately cosigned by attending physician.
 - iii. Perform physical exam under Personal Physician Supervision.
 - iv. Observe procedure under Personal Physician Supervision.
 - v. Write progress or procedure notes under Direct Physician Supervision.
 - vi. Write ER charts under Direct Physician Supervision of ED physician, with appropriate documentation completed by ER physician.
 - vii. Write orders, including prescriptions, under Direct Physician Supervision with co-signature by attending physician before being taken off chart and/or any actions are taken based on the orders.
 - viii. Start IV after completing IV training, perform insertion of IVs or draw blood under Personal Physician Supervision: stick attempts limited to two (2) per patient and obtain patient consent prior to first attempt.
 - ix. Discharge summary under Direct Physician Supervision with co-signature by attending.
 - x. Perform procedures listed below under Personal Physician Supervision with appropriate written patient consent:
 1. Abscess, I&D
 2. Casting or Splintering
 3. Skin biopsy
 4. Laceration repair
 5. Nail excision
 6. Ocular Exam with Slit-Lamp
 7. Wart Treatment
 8. Insertion of Foley catheter
 9. Placement of Nasogastric tube
 10. Draw Arterial Blood Gas specimen
 11. Arthrocentesis
 12. Joint Injection
 13. Lumbar puncture
- b. Fourth-Year Students are not permitted to the following functions:
 - i. Order any treatment or medications without countersignature of physician.
 - ii. Write Inpatient or Outpatient Prescriptions without co-signature of attending physician.
 - iii. Write Surgery Reports.
 - iv. Write Consultation Reports.
 - v. Write orders regarding end of life, such as DNRs.
 - vi. Perform Procedures other than the **Patient Care Duties to be provided by Students** described above.
 - vii. Students cannot provide the following patient care duties
 1. Central Line
 2. PIC lines
 3. Intubation
 4. Cut down

**Deaconess Health System, LLC (Hospital) and Deaconess Physician Services (Clinics)
(AllianceHealth Deaconess)**

- Medical students must provide facility with copy of below forms before student may provide patient care services at facility:
 - Substance Policy Consent Form
 - Background Consent Form
 - Student Confidentiality Agreement
- Medical Students are strictly prohibited from performing any and all functions that are not specifically permitted.
- Medical students may not do the following:
 - Give verbal or telephone orders
 - Write orders regarding end-of-life, such as DNR
 - Dictate or otherwise serve as “scribe” for the supervising physician
- Scope of Duties Permitted:
Medical Student will be under the supervision and direction of the assigned hospital credentialed attending physician who will oversee the rotation(s) of the Medical Students while on rotation from School.

First-Year Students: First-Year Students are permitted to perform the following functions only:

- Observation and follow only, until successfully completion of Clinical Medicine I- Clinical Skills Training.
Thereafter, may also perform:
 - History taking under direct physician supervision;
 - Limited Physical Examination under personal physician supervision.

Second-Year Students: Second-Year Students are permitted to perform the following functions only:

- All functions permitted for First-Year Students as stated above
- History taking under direct physician supervision
- Limited Physical Examination under personal physician supervision until physician determines competency, after which student may perform Limited Physical Examination under direct physician supervision.

Third- and Fourth-Year Students: Third- and Fourth-Year students are permitted to perform the following functions only:

- All functions permitted for First- and Second-year Students, as stated above.
- Under direct physician supervision, may “round” on patients, to include:
 - Gathering lab, radiology, nursing and other information/results
 - Obtaining history
 - Performing Limited Physical Exam
 - Developing interim assessments and recommendations
- For genitourinary, breast or rectal exam, student may perform exam under personal physician supervision, if the supervising physician determines the student’s readiness and a gender-appropriate chaperone is present, as indicated.
- Under direct physician supervision, may write student notes regarding E/M services or procedures.

- If such student notes are to be placed in the patient chart, they must be clearly labeled as student notes and co-signed by the supervising physician within 48 hours; these student notes are just that—student notes. They are not the progress note for the patient and never stand alone as such.
- If such notes are strictly for the educational experience of the student and will not be placed in the chart, they must not use patient identifiers and should be shredded as consistent with hospital HIPAA policies.
- May write orders on the chart which must be immediately reviewed and countersigned by supervising physician before any action is taken based on those orders.
- The following procedures may be performed by third- or fourth-year medical students only if (a) the supervising physician determines the student’s readiness to start to perform the procedure under personal supervision, and (b) the supervising physician has the appropriate privileges, competency and teaching proficiency to educate medical students in their performance, and (c) upon obtaining appropriate patient consent.
 - The following procedures must be performed under the personal supervision of the physician until the physician determines the student is competent to perform the procedure:
 - Perform insertion of IVs or draw blood—stick attempts limited to two (2) per patient
 - Ocular Exam with Slit-Lamp
 - Wart treatment
 - Insertion of Foley catheter
 - Draw Arterial Blood Gas specimen
 - Placement of Nasogastric tube
 - The following procedures must always be performed by the student under personal physician supervision:
 - Incision and drainage of Abscess
 - Skin biopsy
 - Casting or Splinting
 - Arthrocentesis
 - Joint Injection
 - Lumbar puncture
 - Laceration repair
 - Scrub on cases in operating suite
- The above notwithstanding, duties and activities of students must not conflict with hospital policies.

Freeman Health System

- Students must complete a full disclosure of their criminal history, if any, and a disclosure of whether or not they are listed on the Missouri Employee Disqualification List, all as required by §192.2495 and §192.2490 RSMo, upon registering with Freeman’s Human Resources Department (“HR Department”) on forms provided by Freeman’s HR Department. Freeman will check to see if the Student is listed on the Missouri Employee Disqualification List at the time of registering the Student. Additionally, Freeman will run initial checks on Students with the following entities upon registration:

- EDL: <https://www.prod.dss.mo.gov/NASN>;
- OIG: <http://exclusions.oig.hhs.gov/search.aspx>;
- SAM: <https://www.sam.gov/portal/public/SAM/>; and
- DHS CNA: <https://webapp01.dhss.mo.gov/cnaregistry/CNASearch.aspx>
- Students will be required to sign a consent form, provided by Freeman’s HR Department, as required by §192.2495 and §43.540 of the Revised Statutes of Missouri, so that Freeman may request, at its discretion, a criminal records review.
- Students are not permitted to perform any of the following, unless allowed within their existing licensure: (i) accept orders from physicians or other health care professionals in person or by telephone or to directly call a physician or physician’s office to obtain an order; (ii) double-check on medications or blood products; or (iii) begin or discontinue blood products, chemotherapy or experimental drugs and therapies.
- Students must undergo initial processing at Freeman’s Human Resources (HR) Department. Students must wear a name badge issued to them by Freeman or by College/University, if approved by Freeman, at all times while on the premises of Freeman.
- Students must return any Freeman equipment, including scrubs, used during the Student Rotation.

Hennepin County Medical Center

- Students must have been administered a Mantoux test and follow-up, as indicated, within six months (or one year if on a yearly testing program) prior the student’s start at Facility.
- Students must verify they have had Mumps, Rubella, Rubeola, Chickenpox and Hepatitis B screening and vaccination, as indicated. Students that will have direct patient access must have on file an annual influenza vaccine each year or a signed declination in their file maintained by College. Vaccination should be done before November 1 of every year.
- Students with infectious diseases or any open or dripping lesions on their body must be evaluated in the Facility Employee Health Service (EHS). EHS will determine their ability to participate in their duties and counsel the employee/student on precautions to prevent the spread of nosocomial disease.

AHS Hillcrest Medical Center

- Students will sign a Student Confidentiality Agreement that will be kept on file in the College of Medicine. Copies of this signed document may be provided to the Facility upon request.

Integris Sites (including, but not limited to, Integris Baptist, Integris Mental Health Center, Integris Pediatric Neurology)

- Students are required to observe, comply with, and be bound by all INTEGRIS Health regulations, policies and procedures. Students are asked to contact INTEGRIS Health’s, Inc. Corporate Compliance Hotline (888-243-9597) to report suspected fraud, abuse or other illegal or unethical activities. Students are asked to observe, comply with the INTEGRIS Code of Conduct (which may be found at: <https://integrisok.com/careers/career-development/integris-code-of-conduct>)

Maricopa Medical Center

- Accepted application via the AAMC VSAS Program or signed application
- Curriculum Vitae
- Copy of School ID, Passport or State Issued ID Card
- Letter of Good Standing

- Transcripts - Required for each academic year
- Proof of Professional Liability
- Signed Acknowledgement of Confidentiality
- USMLE/COMLEX Scores (4th year only)
- Verification of HIPAA training
- Proof of the following Immunizations: Flu Vaccine (Seasonal), MMR, Tetanus, Hepatitis B, Varicella, and ppd Status + or - . If +, include
- result of chest radiograph
- Proof of compliance with School's background check policy or MIHS background check including criminal background check for a fee.
- Proof of current Basic Life Support Certification
- Documentation of a cleared drug screen
- If required, proof of TB particulate respirator training and fit test and inform Student that they are to bring their own respirator.

Muskogee Regional Medical Center

- Each Program Participant will sign a Statement of Responsibility and Security.
- **Health of Program Participants.** All Program Participants shall, if required by Hospital, submit to a medical examination acceptable to Hospital prior to their participation in a Program at Hospital at least once a year or as otherwise required by applicable Oklahoma State law. Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in a Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.
- Dress Code; Breaks. All Program Participants shall remain on the Hospital premises for breaks, including meals. Program Participants shall pay for their own meals at Hospital.

Midwest Regional Medical Center- Midwest City, OK

- Students will sign a Student Confidentiality Agreement

Norman Regional Health System- Norman, OK

- Students must successfully complete a background check within 90 days before they visit the facility
- Students must have a current flu shot (wearing a mask is not acceptable)

Oklahoma City Indian Clinic—Oklahoma City, OK

- Student must have documentation of influenza vaccination.
- This site requires that students maintain professional liability insurance in excess of the base amount provided by the College. Students must work with the college to obtain additional insurance coverage as required by the site.
- Student health information must include:
 - Documentation of tuberculosis exposure screening, and immunity status against tetanus, Diphtheria, Measles (Rubeola), Mumps, Rubella, influenza, and Hepatitis B.
 - Tuberculosis screening- either a negative T.B. skin test within the 12 months prior to beginning at the site or, if past skin test has been positive, at least one negative chest film since conversion.

Tetanus & Diphtheria immunity – documentation of vaccination including a booster within the last ten years if necessary
Mumps & Rubella Immunity – documentation of vaccination or documentation of rubella titer showing immunity
Rubeola (measles) Immunity – documentation of prior physician-diagnosed measles, or of titer showing immunity, birth before 1957, or documentation of receipt of two doses of measles vaccine on or after first birthday
Hepatitis B – documentation of vaccination or of Hepatitis B titer showing immunity.

OU Medicine, Inc.--Oklahoma City, OK

- A Student may perform duties and procedures for which he or she is qualified

Regional Medical Laboratory, Inc.—Tulsa, OK

- Student shall provide to the Facility verification of the following immunizations and tests on student: (i) comprehensive 10 panel drug testing; (ii) verification that immunity requirements are met and supported by documentations for Mumps, Rubella, Rubeola and Varicella in accordance with recommendations of the CDC; (iii) verification of Hepatitis B vaccination in accordance with recommendations of OSHA; (iv) TB test within past 12 months, and when results are positive, verification of supporting documentation for a chest x-ray reflecting no evidence of TB disease; (v) documentation of influenza vaccination or documentation of declination of influenza vaccine stating reasons for declination and (vi) verification of tdap immunization. The student shall be responsible for payment of any health care treatment resulting from drug testing. In addition, the student will have a background check from the state of residency run within one year of the first clinical at St. John facilities which reflect the following:
 - Criminal history for each county of residence;
 - National sexual offender registry;
 - Social Security verification;
 - Residency history; and
 - National healthcare fraud and abuse scan (OIG, GSA);

Results of the background check will be given to facility by student. The facility will not share the contents or results of the background check with the school or its employees. Student will also provide a copy of the exclusion from Federal Programs Search available at <http://exclusions.oig.hhs.gov>.

- Student must receive from school an orientation training program before beginning clinical rotations with a dedicated section to safety training in compliance with applicable OSHA and CDC regulations concerning “Occupational Exposure to Blood Borne Pathogens.” The training program will include information about blood borne diseases, pathogens, Exposure Control Plan, and Hazard Communication Program.

Spectrum Health System

- Student must provide prior to rotation, written proof of current immunizations and TB skin test results in accordance with Spectrum requirements (which may be amended from time to time):
 - Measles (Rubeola), Rubella, and Mumps
 - Varicella (chickenpox)
 - Hepatitis B
 - Tetanus, Diphtheria, and Pertussis
 - TB

- Influenza Vaccination
- Student may be required to provide:
 - Completed application
 - Reference check
 - Clinical skills check
 - Proof of current licensure or certification
- Student may be subject to drug screens and criminal background checks per policies and procedures of Spectrum Health
- Student will be required to completed training in OSHA Blood borne Pathogen standards prior to rotation
- Student must maintain the confidentiality of patient information and records: students may not (1) disclose, discuss or otherwise reveal any information regarding patients or visitors except that which is required in the course of performing their duties; (2) discuss a patient's condition in public areas; (3) share or disclose a computer user ID password or use another staff member's computer ID or password; or (4) use a code, access a file or retrieve any stored information unless they are specifically authorized to do so by Spectrum Health.
- Student must abide by all Spectrum Health policies and procedures.
- Student must attend Spectrum Health orientation, which includes introduction to their policies and procedures, including safety, infection control, documentation guidelines specific and appropriate to the educational opportunity, and orientation with Spectrum Offices of Research Administration, if applicable, prior to rotation.
- Student understands importance of having in force an individual policy of health insurance; Spectrum assumes not responsibility for costs related to medical care received by student.

St. John Medical Center

- All enrolled Students who independently shadow a physician outside the Clinical Rotations must notify both the Medical Staff office at St. John Medical Center, Inc. and the COO of the participating hospital prior to the experience. If the student does not notify both the Medical Staff Office and the applicable COO, then the Student will not be permitted to participate in the shadowing experience.
- Student and/or College shall provide to the Facility verification of the following immunizations and tests on Student: (i) comprehensive 10 panel drug testing; (ii) verification that immunity requirements are met and supported by documentation for: Mumps, Rubella, Rubeola and Varicella in accordance with recommendations of the Centers for Disease Control (CDC); (iii) verification of Hepatitis 8 vaccination in accordance with recommendations of OSHA; (iv) TB test within past twelve months, and when results are positive, verification of supporting documentation for a chest x-ray reflecting no evidence of TB disease; (v) documentation of influenza vaccination or documentation of declination of influenza vaccine stating reasons for declination and (vi) verification of tdap immunization. The student shall be responsible for payment of any health care treatment resulting from drug testing.
- In addition, the Student will have a background check from the state of residency within 1 year of the first clinical at St. John facilities on each Student which will reflect the following:
 - i. Criminal history for each county of residence;
 - ii. National sexual offender registry;
 - iii. Social Security verification;
 - IV. Residency history; and
 - v. National healthcare fraud and abuse scan (OIG, GSA);
 Results of the background check will be given to Facility by Student.

- Before beginning the clinical rotations, the College shall require that each Student and on-site faculty have current cardiopulmonary resuscitation (CPR) certification that meets standards acceptable to the Facility.
- College will provide an Orientation Training Program to Students and Instructors before beginning clinical rotations with a dedicated section to safety training in compliance with applicable OSHA and CDC regulations concerning “Occupational Exposure to Blood Borne Pathogens.” The training program will include information about blood borne diseases, pathogens, Exposure Control Plan, and Hazard Communication Program.
- College shall verify that Students have received information regarding Hazardous Communication and Standard Precautions and received, completed, and returned the Facility’s orientation packet provided to the College by Facility prior to assignment to the Facility.

Valir Health, LLC

- For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) current negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician’s designee; (v) results from a background check; (vi) a current Influenza vaccination; (vii) results of student drug screen; (viii) proof of student liability insurance.
- The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

Military Rotations

Brooke Army Medical Center (BAMC)-Fort Sam Houston, TX

- Students must meet minimum age requirements and, on request, certify that they are enrolled at least half-time in the educational program.
- Students may not publish any material related to the clinical learning experience that has not been reviewed and cleared by the BAMC Public Affairs Office.
- Students will furnish certification of following immunizations:
 - TBST; Hepatitis B (initial series plus serologic titer positive; MMR (one adult vaccine: or birth prior to 1957 or positive titers); Tetanus (every 10 years); varicella (documented history of illness or positive titer)
- Before receiving access to the computer Information Technology system and receiving and access card the student will complete the Acceptable Use Policy.
- Student will coordinate schedule of activities and designate appropriate point of contact for this purpose

Naval Medical Center Portsmouth-Portsmouth, VA

- Students who operate an automobile on the military base must maintain the minimum requirements of applicable local and State law and U.S. Navy regulations, as provided on automobile liability insurance.

- Students cannot publish any materials developed as a result of their clinical experiences that have not been approved for release, in writing, by Naval Medical Center Portsmouth and the affiliating institution.
- Students must sign the trainee agreement addendum.
- Students must submit the base access request form to the government trusted agent 10 working days prior to the students' arrival. Students must provide a criminal background check directly to NCMP and NCMP will not share the results of the background check with the affiliating institution. Students are required to obtain a vehicle pass at the Norfolk Pass and ID office. Those requiring access for 30 days or longer will also be issued a regional general access badge.
- Students requiring access to any information management computer system that are United States citizens require the following in order to be granted a Common Access Card (CAC) and these items must be provided to the government appointed trusted agent up on completion:
 - Virginal Criminal Information Network (VCIN) Investigation (Criminal Background Check).
 - SF85, (Questionnaire for Public Trust Positions) which includes FBI fingerprint check and financial check (submitted by NMCP/conducted by OPM).

Reynolds Army Community Hospital

- Students must obtain health and other medical examinations and protective measures as the Commander of the Army medical facility deems necessary.

Walter Reed National Military Medical Center-Bethesda, MD

- Students are required to sign the Trainee Agreement Addendum.
- Students are required to provide documentary proof that they are, in fact, US citizens to go to training facility.
- Students are responsible for health examination and such other medical examination necessary for trainees.
- Students who operate an automobile on the military base must maintain the minimum statutory requirements of applicable local and State law and DOD regulations on automobile liability insurance.
- Students may not use the Walter Reed National Military Medical Center name in any publicity or advertising media.
- Students cannot publish any materials developed as a result of their clinical experience that has not been approved for release, in writing, by the DOD and the University of Oklahoma.

Visiting Student Rotations at Outside Medical Schools

Duke University

- Additional professional liability coverage (\$2,000,000 per occurrence/\$5,000,000 annual aggregate).

Kaiser Foundation Hospitals, The Permanente Medical Group Inc.

Medical Student must comply with Kaiser Permanente requirements for immunizations and tests as Kaiser Permanente determines are appropriate, including without limitation, the following:

- Tuberculosis Screening.

- Medical Students with documented “negative” PPD skin test history must have a current Intermediate Strength PPD skin test that is read and documented as “negative” before rotating to any Kaiser Permanente Training Facility.
- For negative skin test reactors, the date of the last PPD skin test is important to determine the need for 2-step skin testing. If the interval from the last skin test is one (1) year or longer, the 2-step procedure is required: two (2) PPD skin tests one week apart. If a skin test has been documented within the last one (1) year, only a single PPD skin test is required.
- Medical Students with documented “positive” PPD skin test history must have clear chest x-ray (defined as negative for active tuberculosis) within one (1) year before rotating to any Kaiser Permanente Training Facility. Kaiser Permanente may require additional tuberculosis screening and surveillance in its sole discretion.
- Medical Student shall report to Medical School if any Medical Student’s PPD status changes from negative to positive. When Medical School becomes aware of such a change, it must notify Kaiser Permanente and each Training Facility where the Medical Student rotated. Medical School shall provide written documentation that confirms that all necessary follow-up treatment has been completed and that Medical Student does not have infectious Tuberculosis. Upon Kaiser Permanente’s oral or written request, Medical School shall immediately remove from Training Facilities any Medical Student determined to have infectious Tuberculosis.
- Positive Rubella Titer. A serology lab results slip showing past disease and immunity or an immunization record signed by a qualified health provider.
 - born in 1957 or after are required to document receipt of two doses of vaccine).
- Positive Varicella Titer. A serology lab results slip showing past disease and immunity or an immunization record signed by a qualified health provider (may require two doses of vaccine to achieve immunity). If only one dose received, serology should be performed to determine the need for a second dose.
- Positive Mumps Titer. A serology lab results slip showing past disease and immunity or an immunization record signed by a qualified health provider.
- Hepatitis B. Hepatitis B vaccination series shall be offered to all Medical Students and each Medical Student shall sign a consent/declination form. Vaccination is strongly recommended but not mandatory.
- Written permission of Medical Student to disclose medical information.
- Kaiser Permanente shall not be responsible for providing any immunization or vaccination of any Medical Student.

National Institute of Health (NIH)

The Student Shall:

- Be responsible for completing all elements of the online application system.
- Comply with all rules, regulations and policies of the National Institutes of Health.
- Maintain the confidentiality of patient information and records consistent with the provisions of the Privacy Act.
- Be invited and encouraged to take part in educational activities of the NIH, including such events as grand rounds, symposia, and conferences. The student shall have access to journals, books, and periodicals at the NIH.
- Be excused from clinical experiences on all Federal Holidays