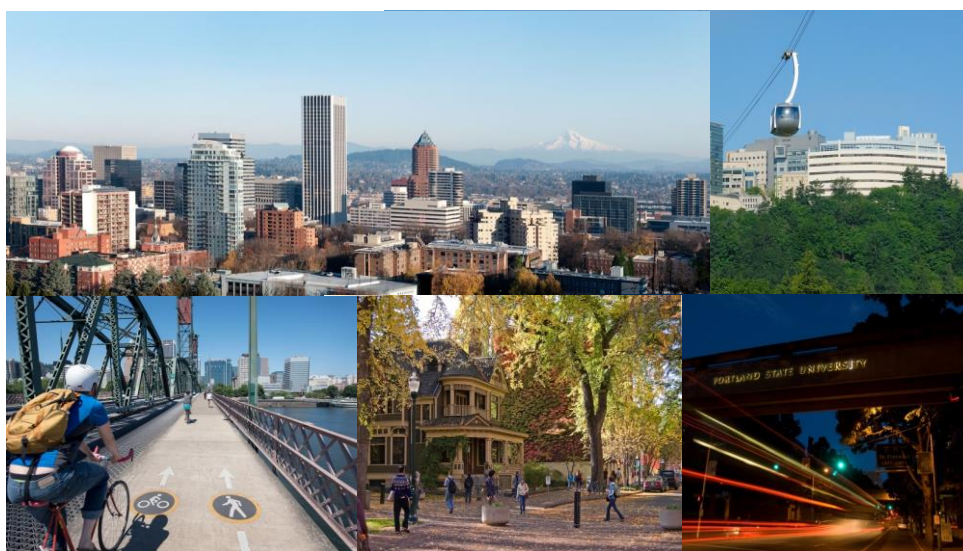




OHSU-PSU School of Public Health



Primary Health Care & Health Disparities Track

Student Handbook 2015-2016

**2015-2016 OMPH Handbook for Primary Health Care & Health Disparities
Track at Oregon Health & Science University School of Nursing**

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NOTE: The Oregon MPH Program has been accredited by the Council of Education for Public Health (CEPH) as a collaborative MPH program since 1996. In June 2015, CEPH accepted the programs' application to transition to a school of public health. For more information see www.ceph.org.

**2015-2016 OMPH Program Student Handbook
Primary Health Care & Health Disparities Track
OHSU School of Nursing**

Welcome and Introduction

On behalf of Interim Dean Elena Andresen, and the faculty and staff involved in the Oregon MPH Program, welcome! You are joining a program with over two decades of academic tradition at a very exciting time: In June of this year, the [Council on Education for Public Health](#) (CEPH) approved our application to become an accredited school of public health. Becoming an accredited school has significant advantages for faculty and students. We are extremely pleased to be able to move forward with our accreditation including a comprehensive report for CEPH based on our self-study, and we will keep you informed of our progress.

Your decision to pursue graduate studies with us is one of the most important decisions you will make during your career. Make the most of it! Be intentional and forward thinking about your curricular choices. Attend co-curricular events that complement your studies, maintain contact with your faculty advisor and your track coordinator, and get involved in student leadership opportunities.

As a learning organization, we value and look forward to receiving both formal and informal feedback about the programs and services we offer. If you have questions about the OMPH Program or suggestions for making it better, please contact us.

Best wishes to you in your studies and warm regards,

Leslie McBride, PhD
Interim Associate Dean for Academic Affairs
bqlm@pdx.edu; 503-725-8137 (PSU)
mcbride@ohsu.edu; 503-494-0964 (OHSU)

I. The Mission of Public Health

The mission of public health is to "fulfill society's interest in assuring conditions in which people can be healthy" (Institute of Medicine, 1988). Incorporating the three core functions, assessment, policy development, and assurance, public health professionals strive to promote health and prevent disease through organized, interdisciplinary efforts (Association of Schools of Public Health, 2003).

II. The Oregon MPH (OMPH) Program – An Overview

A. OMPH Program Mission

The mission of the collaborative Oregon MPH Program is to provide innovative education, leadership, research, and service in public health throughout the state and beyond. The Oregon MPH Program is committed to providing students with a competency-based public health

education that prepares them to discover and implement strategies with the diverse communities they serve, to achieve sustainable health for all, and to eliminate health disparities.

B. Oregon MPH Program Goals

Leadership:

Provide leadership and serve as a resource to our communities in addressing and communicating current and emerging public health problems and issues.

Education:

1. Provide excellent education & professional preparation to all students in the substantive areas of public health, including epidemiology, biostatistics, social and behavioral sciences, health management & policy, and environmental health sciences.
2. Serve the region by offering a range of specialized areas of public health including health promotion & health behavior, epidemiology, biostatistics, health management & policy, health disparities, environmental and occupational health & safety, and international health.
3. Provide community-based and experiential learning opportunities to develop skills and competencies required to be effective public health practitioners.
4. Provide educational information and modeling of ethical conduct of public health research and service activities.
5. Provide educational information and experiential opportunities for the development of cultural competency in research and service activities.

Service:

Provide, enhance, or support service activities to meet the public health needs of urban and rural populations in cooperation with appropriate community professionals, organizations, and governmental agencies.

Research:

Conduct, teach, and communicate collaborative research and scholarship among faculty, students, practitioners, and members of the community affiliated with the MPH program.

C. Program Values & Ethics

1. Creating rich and relevant learning experiences for students and professionals at all stages of their public health careers.
2. Enhancing the general health, welfare, and safety of populations and communities.
3. Demonstrating excellence and integrity in all we do.
4. Integrating public health principles into health care policies and delivery systems.
5. Promoting sustainability as a critical part of public health practice.
6. Using an analytic, evidence-based approach in addressing health issues.
7. Enhancing cultural diversity and fostering an environment conducive to the recruitment, training, and success of diverse students and faculty.
8. Developing partnerships for learning, service, and research to meet communities' health needs.

9. Resolving and preventing conflicts of interest.
10. Encouraging active involvement of students in decisions related to design and delivery of the program.

D. Program Learning Competencies

Upon completion of the OMPH Program, students will be able to:

1. Apply evidence-based knowledge of health determinants to public health issues.
2. Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems in urban and rural environments.
3. Integrate understanding of the interrelationships among the delivery, organization, and financing of health services.
4. Communicate public health principles and concepts through various strategies across multiple sectors of the community.
5. Employ ethical principles and behaviors.
6. Enact cultural competence and promote diversity in public health research and practice.
7. Apply public health knowledge and skills in practical settings.

E. Accreditation

The OMPH Program has been accredited by the [Council on Education for Public Health](#) (CEPH) since 1996. The current Oregon MPH Program accreditation period continues through July 2021. When the School of Public Health is successfully accredited, it will also encompass (and replace) the Oregon MPH Program accreditation.

F. Getting Started at the Partner Universities

Please be certain that you have completed all the processes involved in establishing a student “identity” at both universities. Instructions were provided in the welcome letter you received from the Program Office. If you need these instructions again, visit <http://oregonmph.org/content/new-students>. These processes include:

1. Getting an ID badge
2. Background checks
3. Proof of immunity to certain diseases
4. Required trainings

Your ID badges will gain you access to campus resources including online and physical library holdings, university computer networks, the OHSU tram and Portland Streetcar, and the PSU Career Center. Please note that your Student Health Services will be at the university at which your track primarily resides, or your “Home” university. At OHSU, these are the Biostatistics, Environmental Systems & Human Health, Epidemiology, and Primary Health Care & Health Disparities tracks, and the Graduate Certificate in Public Health. At PSU, these are the Health Promotion, and Health Management & Policy tracks. In addition, you will have primary access to the Student Recreation Centers at your “home” university; the exception is that OHSU students will have access to the PSU Student Recreation Center during terms in which they are taking classes at PSU.

III. Primary Health Care & Health Disparities Track

A. Track Competencies

The ***Primary Health Care & Health Disparities Track*** prepares public health professionals to assume leadership roles in a variety of settings, including but not limited to community health centers and health maintenance organizations, community agencies and health departments, and official and voluntary health agencies and organizations. Graduates are able to ensure the quality of implemented clinical and community care activities, act as a resource for the development of innovative and expanded responses in clinical and community care, coordinate care with regional and county offices, interface with all services involved with the care of patients, and provide counseling and education for families and patients receiving care. Students in the ***Primary Health Care & Health Disparities*** program will identify and explore the socio-cultural, economic, psychosocial, political and organizational influences on the health care of populations and design and implement interventions and policies that address identified health inequities as consistent with the World Health Organization primary health care philosophy of care.

Track Competency	Courses	Links to (PLC)	Links to SPH
1. Assess, analyze and synthesize the health status of vulnerable populations.	CPH 509A: Graduate Internship in Public Health CPH 521: PHC & HD: Social Determinants of Health and Community Assessment CPH 530: Introduction to Biostatistics CPH 531: The Social Context of Public Health Policy CPH 541: Epidemiology I CPH 536: Community Based Participatory Research CPH 537: Principles of Health Behavior	PLC #1 PLC #2 PLC #6 PLC #7	SPH#2 SPH#3
2. Identify, develop and manage interventions to promote and protect the health of populations at risk.	CPH 509A Graduate Internship in Public Health CPH 522: PHC & HD: Communication & Informatics CPH 537: Principles of Health Behavior CPH 539: Concepts of Environmental and Occupational Health CPH 531: The Social Context of Public Health Policy	PLC #1 PLC #2	SPH#1 SPH#3
3. Lead and participate in interprofessional efforts to address health inequities with community partners.	CPH 509A Graduate Internship in Public Health CPH 521: PHC & HD: Social Determinants of Health and Community Assessment CPH 522: PHC & HD: Communication & Informatics CPH 539: Concepts of Environmental and Occupational Health CPH 550 Program Planning CPH 535: Professionalism, Ethics and	PLC #3 PLC #5 PLC #6 PLC #7	SPH#2 SPH#3

	Systems Thinking in Public Health		
4. Conduct, participate in or apply research which improves the health of a population.	CPH 509A Graduate Internship in Public Health CPH 530: Introduction to Biostatistics CPH 541: Epidemiology I CPH 536: Community Based Participatory Research CPH 538: Public Health Program Evaluation CPH 550 Program Planning	PLC #2 PLC #5 PLC #6	SPH#2 SPH#3
5. Assess and integrate cultural beliefs and practices into public health interventions.	CPH 509A Graduate Internship in Public Health CPH 521: PHC & HD: Social Determinants of Health and Community Assessment CPH 531: The Social Context of Public Health Policy CPH 537: Principles of Health Behavior	PLC #6	SPH#2
6. Develop & apply effective communication strategies across multiple sectors of the community.	CPH 509A Graduate Internship in Public Health CPH 522: PHC & HD: Communication & Informatics CPH 528 Management Practice & Quality Improvement in Health Care & Public Health Organizations CPH 537: Principles of Health Behavior	PLC #4	SPH#1 SPH#2
7. Understand the principles of public health ethics and apply them to public health practice.	CPH 509A Graduate Internship in Public Health CPH 522: PHC & HD: Communication & Informatics CPH 531: The Social Context of Public Health Policy CPH 535: Professionalism, Ethics and Systems Thinking in Public Health CPH 537: Principles of Health Behavior CPH 540: Health Systems Organization	PLC #5	SPH#1 SPH#2
8. Employ knowledge of health systems organization and health care finance to population based health problems.	CPH 509A Graduate Internship in Public Health CPH 528 Management Practice & Quality Improvement in Health Care & Public Health Organizations CPH 540: Health Systems Organization	PLC #3	SPH#3
9. Apply quality improvement and risk management principles in the development, management and/or evaluation of population health services.	CPH 509A Graduate Internship in Public Health CPH 550 Program Planning CPH 538: Public Health Program Evaluation CPH 528 Management Practice & Quality Improvement in Health Care & Public Health Organizations	PLC #3 PLC #7	SPH#3
10. Understand and participate	CPH 509A Graduate Internship in Public	PLC #2	SPH#2

in the process of grant and proposal development.	Health CPH 536: Community Based Participatory Research CPH 538: Public Health Program Evaluation CPH 550 Program Planning	PLC #7	SPH#3
11. Employ techniques to manage human, fiscal, and other public health resources.	CPH 509A Graduate Internship in Public Health CPH 522: PHC & HD: Communication & Informatics CPH 528 Management Practice & Quality Improvement in Health Care & Public Health Organizations CPH 535: Professionalism, Ethics and Systems Thinking in Public Health CPH 538: Public Health Program Evaluation	PLC #3 PLC #7	SPH#3

OMPH Program Learning Competencies (PLC):

1. Applying evidence-based knowledge of health determinants to public health issues.
2. Selecting and employing appropriate methods for design, analysis, and synthesis to address population-based health problems.
3. Integrating understanding of the interrelationship among the organization, delivery, and financing of health-related services.
4. Communicating public health principles and concepts through various strategies across multiple sectors of the community.
5. Employing ethical principles and behaviors.
6. Enacting cultural competence and promoting diversity in public health research and practice.
7. Applying PH knowledge and skills in practical settings.

SPH Core Competencies 2014 - All graduates of the School of Public Health will act ethically and demonstrate cultural competence to:

- 1) Integrate social determinants into public health science, practice, and policy.
- 2) Engage with communities to improve population health.
- 3) Apply public health knowledge and skills to eliminate health disparities

For all required course competencies, visit:

PHCHD: <http://www.oregonmph.org/content/primary-health-care-health-disparities-curriculum-and-competencies>

B. Program Setting

All students must take a common OMPH core of five courses for a total of 17 credits. Courses are shared between OHSU and PSU and may be taken at either institution. Please consult your advisor in course selection. The OMPH core course schedule is posted on the OMPH website at: <http://www.oregonmph.org/content/core-schedule>. You will need to follow the campus specific procedures for registration, for

instructions see page 25. You will register through the institution in which you are enrolled.

C. Core Curriculum (Required of All OMPH Program Students)

All students must take a common OMPH core of five courses for a total of 17 credits. Courses are shared between OHSU and PSU and may be taken at either institution. Please consult your advisor in course selection. The OMPH Program current core course schedule is posted on the program website at:

<http://www.oregonmph.org/content/core-schedule>

If you would like to take a course not offered at your home institution, you will need to follow the Oregon MPH Intercampus Registration instructions on the OMPH website: <http://oregonmph.org/content/course-registration-request>.

Registration occurs through your home institution.

Please note that public health courses offered by OMPH partner institutions and tracks use the following prefixes:

- OHSU Epidemiology, Biostatistics: **PHPM**
- OHSU Environmental Systems and Human Health: **ESHH**
- OHSU School of Nursing (SON) Primary Health Care & Health Disparities: **CPH**
- PSU Health Management & Policy: **PAH**
- PSU Health Promotion: **PHE**

OMPH Program Core Course Menu for Intercampus Registration

<u>Core Courses</u>	<u>OHSU EPI, BIOS, ESHH</u>	<u>OHSU GCER in PH and PHCHD</u>	<u>PSU</u>
<i>Health Systems Organization</i>	Not taught in SOM	CPH 540	PAH 574
<i>Principles of Health Behavior</i>	Not taught in SOM	CPH 537	PHE 512
<i>Epidemiology I</i>	PHPM 512	CPH 541	PHE 530
<i>Concepts of Environmental Health</i>	PHPM 518	CPH 539	PHE 580
<i>Introduction to Biostatistics</i>	PHPM 524	CPH 530	PHE 510

D. Degree Requirements

Completing the MPH degree in the Primary Health Care & Health Disparities at OHSU School of Nursing requires:

1. A total of at least 58 of credits approved credit hours. These credits include:
 - OMPH Core Courses 17 credits
 - Required Track Courses 26 of credits
 - Specialization/Elective/other 9 of credits
 - Field Experience (Internship) 6 of credits
2. Students must maintain a minimum 3.0 (B) grade point average in their graduate courses. Additionally, students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received then the student will need to retake the course.
3. Successful completion of field experience.
4. Successful completion of CPH 509A.

The following courses are required:

<u>Course</u>	<u>Course Title</u>	<u>Credit Hours</u>
<u>OMPH Core Courses (17 credits)</u>		
CPH 530	Introduction to Biostatistics	4
CPH 537	Principles of Health Behavior	3
CPH 539	Concepts of Environmental & Occupational Health	3
CPH 540	Health Systems Organization	3
CPH 541	Epidemiology I	4
<u>Primary Health Care & Health Disparities - Required Track Courses (26 credits)</u>		
CPH 521	Social Determinates of Health and Community Assessment	4
CPH 522	Communication & Informatics	3
CPH 528	Management Practice and Quality Improvement in Health Care and Public Health Organizations	3
CPH 531	The Social Context of Public Health Policy	3
CPH 535	Professionalism, Ethics and Systems Thinking in Public Health	4
CPH 536	Community Based Participatory Research	3
CPH 538	Public Health Program Evaluation	3
CPH 550	Program Planning	3
<u>Internship - Required Track Course</u>		
CPH 509A	Graduate Internship in Public Health	6
<u>Elective Courses* (Choose 9 Credits)</u>		
CPH 507A	Current Issues in Public Health	3

CPH 507C	Graduate internship: Integrative Seminar	1
CPH 510	Information Systems for Tracking Population Data	3
CPH 511	Research Methods and Evidence Based Practice	3
CPH 523	Primary Health Care and Health Disparities: Global Perspectives and Program Development	3
CPH 526	Epidemiology of Aging and Chronic Disease	3
CPH 527	Epidemiology of Disease	3
*Electives: Other courses may be substituted based on student interest and focus.		
TOTAL CREDITS		58

E. Advising

Upon entering the MPH program each student is assigned an advisor. A new advisor may be requested by contacting the OHSU School of Nursing at snacadtt@ohsu.edu.

The advisor is the student's key link to their program of study. Students are expected to initiate contact and meet with their advisors *at least once* a quarter. The advisor will assist the student with planning an individual program of study, will help with procedures regarding progress in the program, act as a mentor and guide, and provide assistance with specific questions or with solving programmatic problems/issues.

F. Sample Course Sequence

To maximize your educational experience, we recommend taking OMPH courses in a particular sequence. Always consult your advisor regarding your program of study to determine the schedule that fits best for you. The following is a typical recommended sequence of courses.

Year 1							
Fall 2015	CR	Winter 2016	CR	Spring 2016	CR	Summer 2016	CR
CPH 521: Primary Health Care & Health Disparities: Social Determinants of Health and Community Assessment	4	CPH 522: Primary Health Care & Health Disparities: Communication and Informatics	3	CPH 528: Management Practice & Quality Improvement in Health Care & Public Health Organizations	3	CPH 535: Professionalism, Ethics & Systems Thinking in Public Health or other Elective	4
CPH 531: The Social Context of Public Health Policy	3	CPH 539: Concepts of Environmental & Occupational Health	3	CPH 538: Public Health Program Evaluation	3	CPH 507A: Current Issues in Public Health or other Elective	3
CPH 540: Health Systems Organization	3	CPH 537: Principles of Health Behavior	3	CPH 530: Introduction to Biostatistics	4		
Total credits	10	Total credits	9	Total credits	10	Total credits	7

Year 2							
Fall 2016	CR	Winter 2017	CR	Spring 2017	CR	Summer 2017	CR
CPH 541: Epidemiology I	4	CPH 523: Global Perspectives and Program Development or other Elective	3	CPH 536: Community Based Participatory Research	3		
CPH 550 Program Planning or other Elective	3	CPH 526: Epidemiology of Aging & Chronic Disease or other Elective	3	CPH 527: Epidemiology of Disease or other Elective	3		
**CPH 507C Graduate Internship: Integrative Seminar or other Elective	1	**CPH 507C Graduate Internship: Integrative Seminar or other Elective	1	**CPH 507C Graduate Internship: Integrative Seminar or other Elective	1	**CPH 507C Graduate Internship: Integrative Seminar or other Elective	1
*CPH 509A: Graduate Internship in Public Health	1-6	*CPH 509A: Graduate Internship in Public Health	1-6	*CPH 509A: Graduate Internship in Public Health	1-6	*CPH 509A: Graduate Internship in Public Health	1-6

G. Field experience and Minimum Standards Guidelines

The field experience provides an invaluable opportunity to apply the skills developed in coursework to an organizational or agency setting. The Oregon MPH Field Experience requirements may be referred to in materials as Internship, Practicum, or Organizational Experience.

Field experiences are a minimum of 200 hours in the field, and 6 credits, for all OMPH tracks.

Field Experience Information

The OMPH Program Office has a comprehensive database of previous field experience sites. Students and faculty can request access to this database by contacting Program Coordinator, Alison Schneider, at alison@oregonmph.org. This information is to be used as a guide to the types of placements that are appropriate for our program, and is not intended to guarantee that placements are currently available at the included sites.

Field Experience Orientation

Links to the Field Experience guidelines and orientation presentations for both students and preceptors can be found on the OMPH Program website at:
<http://www.oregonmph.org/content/field-experienceinternship>.

Program Minimum Standards for OMPH Field Experiences

In addition to meeting track field experience criteria, all OMPH field-experiences must be:

- Preceptor-based experiences. Preceptor may not be a program faculty member or advisor.
- Competency-based, demonstrating mastery of program, track, and student-specified competencies.
- Pre-approved by advisor.
- Evaluated by both student and preceptor, demonstrating competency mastery.

- Designed with a community or population-level focus (e.g., public health agency, health care delivery, reimbursement, community organizing, health voluntary, population-based research, worksite setting).
- Minimum of 200 practice hours, and 6 credit units for all tracks.

Faculty members in each track work with students to select field placement sites on the basis of the potential to offer a constructive learning experience for the student. Preceptors must have public health credentials or appropriate health related credentials and/or relevant experience to provide the required mentorship and supervision in the learning experience. **All site preceptors and sites will be assessed on a case-by-case basis.**

Students must identify in advance the competencies they will practice and demonstrate during the field experience. Students must submit their list of competencies, as well as field experience description, work scope, and preceptor commitments, for faculty approval prior to initiating the practicum.

In some cases, students working in public health fields request to develop a practice experience in their places of employment. In these cases, faculty work with both the student and preceptor to ensure that the experience is distinct from the student's normal work responsibilities, and that it provides sufficient opportunities to demonstrate the identified track competencies.

All students must create a written product as a result of the field experience, as described in the tracks' minimum standards for field experiences (below), which require that students reflect upon the ways in which they demonstrated the specified competencies.

Field experiences are evaluated by students, preceptors, and lead faculty, using mechanisms specific to each track. In general, student performance in field placements is assessed via oral or written reports of progress, review of field experience products, and final reports or presentations. All of these mechanisms are structured to reflect students' mastery of pre-identified learning competencies

The Primary Health Care and Health Disparities track field experience coordinator is John Jessup. The field experience coordinator helps students prepare for their internship in advance of the quarter that student plan to complete their activities. The track-level Field experience requirements for this track include the following:

- Students must complete all track and core required courses before beginning an internship or have written consent from their faculty advisors.
- Students may seek placements in public or private sector organizations that offer qualified preceptors*.
- Students must complete an internship application, which must be approved by the Field Experience Coordinator prior to the start of placement.
- As part of their internship applications:
 - Students must develop individual learning competencies for the internship.

- Students must describe how their area of emphasis, internship, and career objectives are connected.
 - Students must describe the PHCHD track competencies of which they intend to gain mastery during their internships. These must include all of the track competencies.
 - After completing their internships, students must complete an internship summary report, which must be approved by their major professor/advisors.
 - In this final summary report students must describe and evaluate the degree to which they accomplished their individual and Track learning competencies during their practica.
 - Preceptors must evaluate, using a survey instrument provided in the Internship Handbook, the degree to which students accomplished their individual learning competencies and attained the track competencies. This evaluation must be submitted to the student's major professor/advisor.
- * Qualified preceptors have a MPH from a CEPH accredited program and have a minimum of one-year practice experience in their field or have equivalent public health education, training, and practice experience.

Grading

All field experiences are graded on an A-F (4-point) scale.

H. Culminating Experience

“Culminating experiences” represent the summative experience at the end of an academic program in which students demonstrate mastery of the skills and knowledge acquired during the course of study. In the OMPH Program, the culminating experience involves the Field Experience and CPH Exam. Individual tracks may have additional required activities, as dictated by general practice in those disciplines. Requirements for the Primary Health Care & Health Disparities track are described above.

Certified Public Health (CPH) Exam

Students matriculating during or after the 2014-2015 academic year must take the Certified in Public Health (CPH) Exam offered through the National Board of Public Health Examiners as part of their culminating experience. The CPH Exam tests knowledge in the five core public health areas: biostatistics, epidemiology, environmental health sciences, health policy and management, and social and behavioral sciences. Seven crosscutting competencies are also covered: communication and informatics, diversity and culture, leadership, public health biology, professionalism, program planning, and systems thinking.

Students are eligible to sit for the exam after completing the five core public health courses:

- Introduction to Biostatistics
- Epidemiology I
- Concepts of Environmental Health
- Health Systems Organizations

- Principles of Health Behavior

The 200-item multiple-choice computer based exam is offered by appointment at local test-taking centers 3 times per year. Registration and eligibility approval are coordinated through the MPH Program office (program_office@oregonmph.org). Test scores are received 45 days after the exam is completed. Once students pass the exam and all graduation requirements are fulfilled, the CPH designation may be included after their name. To find out more about the exam go to: <http://www.nbphe.org>

CPH Pass/Fail Policy:

Students who do not pass the CPH exam on their first attempt will be required to take, and pay for, a second exam. Students will be provided information about content areas of weakness and will receive advising prior to taking the examination again. A student who fails the second attempt is required to complete a remediation project specified by the Track Coordinator and Associate Dean for Academic Affairs. Passing the exam or completion of the remediation project is a requirement for graduation. All students enrolled in the OMPH program are eligible to take the CPH exam at the reduced, institutional rate (\$250).

The culminating experiences for the PHCHD track include a 6-credit, 200-hour, letter-graded, competency-based and precepted Field Experience, for which a written product and evaluations from student and preceptor will be required, and the CPH Exam. Requirements for the Primary Health Care & Health Disparities track are described above

I. Policies

Grading and GPA Requirements

Students are assigned letter grades for all required courses and experiences. Pluses and minuses may be assigned, with the exception of “A+.”

All students must maintain a 3.0 GPA. Students may not receive lower than a B- in any required course (core or track required courses). If lower than a B- is received, the student will need to repeat the course (with instructor permission). In addition, students may not receive more than two "C" grades in any elective course. Students who fail to meet these criteria will be placed on academic probation. No student may have more than two probations. Any student who is placed on probation a third time will automatically be dropped from the program.

Incomplete grades

Incomplete grades (“I”) are strongly discouraged in the OMPH Program. If you need to take an incomplete in a course for serious unforeseen personal or professional reasons you should be aware that the OMPH Program strictly adheres to university policy:

OHSU SOM: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Incompletes-Policy-November-2011.pdf>

OHSU SON: http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm#Academic

PSU: <http://pdx.smartcatalogiq.com/en/2014-2015/Bulletin/Graduate-Studies/Enrollment/Incompletes>

In no case is an "Incomplete grade" given to enable a student to do additional work to raise a deficient grade.

Grievances/Disagreements

Policy: Students may initiate a grievance procedure regarding an issue with a course or the program.

Procedure: Anyone who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. The School of Nursing Grievance Policy [Grievance Policy (20-04.23)] provides further guidance about how to pursue a grievance if this discussion does not satisfy the student. Students can find more information regarding this process on the web page at: http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm?WT_rank=1

Non-Degree Students Application for Admission

Policy: Students are allowed to take no more than 12 credits on a non-degree basis prior to admission to the OMPH Program. OMPH *Core* courses may not be taken prior to admission in the OMPH Program.

Procedure: Students who have already completed 12 credits must apply for admission if they wish to continue in the OMPH Program.

Transfer & Pre-Admit Credits

Policy: OMPH students may transfer in up to 1/3 of the number of credits required for their degree. This number *includes* any pre-admission credits (up to 12) taken in the OMPH Program, as well as transfer credits from other institutions:

- a. *If a student transfers from **another MPH degree program/school** s/he can transfer up to 1/3 of their credits to the OMPH Program (approximately 20 credits total, **depending on the track**).*
- b. *If a student is **not admitted or matriculated** in to any MPH degree program/school, then any OMPH classes they take are "pre-admit" and the limit is currently 12 credits. [Note: Students may take the core classes as "pre-admits" only as room allows.]*

- c. *If a student transfers from **another MPH degree program or school** and they have also taken OMPH classes, the limit is 1/3 of total credits.*

All pre-admission and transfer credits must be graduate level and meet the following requirements:

- a. Must be letter graded B- or higher.
- b. Must not be graded Pass (or similar grading method).
- c. Must not be used for any other degree at any institution.
- d. Must be no older than seven years at the time the MPH degree is awarded.
- e. Must be applicable to a masters degree at the originating institution, without qualification.
- f. Must not be correspondence credit.

Note: OMPH Graduate Certificate students are allowed to transfer all 19 of their certificate credits upon admission to the OMPH Program. (Approved by CC/TCC 4/22/08 and 2/11/09)

Procedure:

Students requesting course waivers from transfer of credits need to demonstrate the comparability of their previous course to the course instructor. The student must meet with their advisor, provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to the course instructor for waiver approval. Students must also complete an Academic Petition form: (<http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm#Academic%20Affairs>). All waiver decisions will be clearly documented in the student's file.

Required Course Waiver Policy

Policy: All students accepted into the OMPH Program will take the five OMPH core courses in addition to a series of track-required courses. It is understood that some students may already have completed a graduate course that appears to be duplicative of a required OMPH core or track required course. In such cases, students may petition to waive the requirement to take a specific required OMPH course. Please note, however, that students still will be responsible for the required number of credit hours for graduation.

For this waiver to be granted on the basis of a previously completed course, the following conditions must be met:

- a. Courses must address the learning competencies of the OMPH course.
- b. Courses must be at the graduate or professional program level.
- c. Courses must be comparable to, or exceed, the credit hours of the OMPH course.
- d. Courses must have been taken within the last seven academic years and the grade earned must be the equivalent of a B or better.

- e. Requests must be accompanied by a copy of the course syllabus, or equivalent official detailed description.
- f. All waivers must be approved by the track in which the student is enrolled.

A waiver of a required course applies only to the course requirement; it does not apply to waiver of credit hours to complete the program of study toward the MPH degree.

Procedure: Students requesting course waivers need to demonstrate the comparability of their previous course to the course instructor. The student must contact their adviser via email and provide a rationale for their request, and provide a copy of the course syllabus of the equivalent course, a transcript for the course, and any other appropriate supporting documentation to the course instructor for waiver approval. The primary instructor for the course in question will determine comparability of the previous course and the required OMPH Program course. *All waiver decisions will be clearly documented in the student's file.*

Course evaluation completion

We encourage all students to complete an anonymous evaluation of all courses for which they are registered. Course evaluations are used to assess the quality of courses and are reviewed by faculty, staff, and program administration each term. Course evaluation results are also reported to the Council on Education for Public Health.

Leave of Absence & Continuous Enrollment Policies in the Primary Health Care & Health Disparities track:

Policy: Students may petition for a leave of absence if after the successful completion of one term they are under exceptional circumstances. Leave of absence status assures that students will retain their admissions status during periods in which they cannot actively pursue the degree for personal, health, or other unforeseen reasons. A leave of absence is granted for up to one year. A maximum of one year can be taken as a leave of absence. After that a student must reapply before they can enroll again.

Procedure: Students who are considering a leave of absence should seek approval of the appropriate Senior Associate Dean. Students should complete the official OHSU Withdrawal/Leave of Absence form (<http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/>). If a student does not take a full year (four quarters) in a single LOA, the student may apply for another LOA for the remaining quarters at a later point in the program. LOA allows a student to enroll for the term immediately after the expiration of the leave without reapplying to the university. While on leave a student is not considered enrolled and is not eligible for any campus privileges or services from the university. In most cases, time limit to completion of the degree is not changed by a leave of absence. Upon return students must contact their advisor and the OHSU registrar's office.

Time to Degree Completion

A student is entitled to take up to seven years to complete the OMPH Program degree (OHSU Epidemiology, Biostatistics students take six years). Students have four years to complete the Graduate Certificate in Public Health (GCPH).

Additional University or Department Specific Policies

OHSU School of Nursing policies can be found at the following link:
http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm?WT_rank=1

OMPH Track Transfer Policy

Matriculated OMPH students may apply to transfer to another track.

Track transfer instructions:

- Students must talk with their advisor, and Track Coordinators in both the originating and receiving tracks, prior to the transfer. If the transfer is approved, students may proceed with the request.
- Students do not need to re-apply through the electronic application system, SOPHAS; however, because of policies governing transcript use, students who applied before 2014 who are transferring from another campus will need to again request official transcripts. Students who applied through SOPHAS only need to notify the Program Office (program_office@oregonmph.org) to release the application materials to the new track.
- Students are required to revise their personal statements to include a description of why they are interested in the new track.
- Students must submit the revised statement, along with documentation of the Track Coordinators' approvals, to the Program Office at: program_office@oregonmph.org.

IV. Frequently Asked Questions about the Oregon MPH Program:

1. How do I enroll for a course not offered at my home institution?

If you are interested in taking a class at a partner university other than your home campus you register via the Oregon MPH website online request found here:
<http://www.oregonmph.org/content/course-registration-request>

Please refer to Appendix E.

2. How do I find information about parking?

For information on parking procedures, please use the contact information listed below.

- **OHSU Parking Services:** 503-494-8283
<http://www.ohsu.edu/parking/>
- **PSU Parking Services:** 503-725-3442
<https://www.pdx.edu/transportation/home>

OMPH students are eligible to purchase limited-term parking permits at OHSU and PSU.

3. How do I ride the Portland Streetcar, OHSU Aerial Tram, and TriMet bus/Max systems?

OMPH Students have free access to both the Portland Streetcar and OHSU Aerial Tram with their student ID cards. Be sure to have both your cards with you to avoid being charged the trip fare.

In addition, both PSU and OHSU have arrangements with Trimet for discounted student passes.

- **OHSU:** Passes are available to anyone who has a valid OHSU ID badge. OHSU subsidizes more than 70% off the retail price of TriMet passes. Click here for more information: <http://www.ohsu.edu/xd/about/services/transportation-and-parking/student.cfm>
- **PSU:** the PSU TriMet Student FlexPass Program is a partially-subsidized pass for use on TriMet. The FlexPass is valid for 3 months at a time, which covers the entire academic term. The quarterly cost of the FlexPass is roughly 30% off TriMet's retail price. Click here for more information: <http://www.pdx.edu/transportation/transit-for-students>

4. How do I access library services at PSU and OHSU?

OMPH students have full access to the online and physical holdings of both university libraries. If you have questions about library resources, contact campus library services or the OMPH Program Office.

OHSU Library Services:

OMPH students can apply for their library barcode online at <http://www.ohsu.edu/xd/education/library/services/forms/barcode.cfm> or in person at the circulation desk once you have your OHSU ID badge.

Contact information:

<http://www.ohsu.edu/library/> | 503-494-3460

Laura Zeigen, MA, MLIS, MPH, AHIP
User Experience Librarian | Assistant Professor
Oregon Health & Science University
3181 SW Sam Jackson Park Road - LIB
Portland, Oregon 97239
zeigenl@ohsu.edu | 503-494-0505

PSU Library Services:

Contact information:

<http://library.pdx.edu> | 503-725-5874

Emily Ford

Urban & Public Affairs Librarian
Branford P. Millar Library
Portland State University
forder@pdx.edu|503-725-3689
library.pdx.edu

5. How do I get more involved in the OMPH Program? What are the opportunities to serve as a student representative?

The Oregon MPH Program's student governance structure is the Student Leadership Council (SLC). Student Leadership Council representatives are responsible for communicating track concerns to administration, coordinating student events, and sharing program information with students from their track. Students serving on academic committees report information to the SLC.

The Student Leadership Council is comprised of a first and second year student from each MPH track, one representative for each dual degree, and students from the undergraduate and PhD degrees. Student representatives are recruited at the beginning of each academic year. Each spring, one student representative is elected as Chair for the following year. The chair sets meeting dates and agendas, facilitates meetings, and may represent the SLC during administrative meetings.

More information about the SLC can be found on the OMPH website.

If you are interested in these opportunities please contact your SLC representatives, Track Coordinator, or the OMPH Program Office for more information. Contact information for your track can be found on your track webpage on the OMPH website.

6. How do I contact the OMPH Program office?

Program Coordinator:	Alison Schneiger 840 SW Gaines Road Portland, OR 97239 Mail Code: GH230 Phone: 503-494-9330 Email: alison@oregonmph.org or aschneig@pdx.edu
Program Office:	Email: program_office@oregonmph.org

7. Where can I find out the most current information about the OMPH Program?

You can find the most current information about the OMPH Program on our website at www.oregonmph.org. There you will find information on each of the tracks, curriculum and competencies, a list of OMPH faculty, registration and admissions information, academic calendars, and links to important sites. Along with program information we provide a current list of job and volunteer announcements, field experience and volunteer opportunities, scholarship and GRA information, a list of current events, and other news. The website is updated regularly.

Additionally, as an OMPH Program student, you have been automatically subscribed to the OMPH Program Student Listserv. Through this listserv, students will receive a regular issue of the ***OMPH Digest***, a compendium of the most current information about OMPH Program events and news, job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. Past issues of the OMPH Digest can be found on the *News & Events* page at www.oregonmph.org.

8. What is the OMPH Student Showcase and when is it held?

The Oregon Master of Public Health Program Student Showcase is held Spring Term during National Public Health Week. The date for the OMPH Student Poster Showcase this year is **April 10, 2016**.

The poster showcase is designed to provide a forum for current students to share their ongoing work (from research, class projects, field experiences, and current public health interests) with other members of the OMPH Program and public health practitioners from around Oregon. It is great practice for future presentations at conferences such as APHA and OPHA. It is a time to show off your interests and contributions to Public Health, and to excite others about your work and interests.

9. What is the OMPH listserv and how do I use it?

The program office maintains both OMPH Student and Faculty listservs. As an OMPH Program student, you have been automatically subscribed to the OMPH Program Student Listserv. If you do NOT wish to be included on this listserv you must notify the program office to opt out. If you are not receiving emails, notify Program Coordinator Alison Schneider at alison@oregonmph.org or 503-494-9330.

Through these listservs, students will find the most current information about OMPH Program events and news, job-related opportunities, internships, new class offerings, health-related seminars, upcoming events, fellowships and other items of interest. The OMPH Program listserv is also a great way to communicate with other students. This listserv is not to be used to send personal messages, for fund-raising or other solicitations, or to disseminate information not directly related to the OMPH program or to the public health field. Please observe proper “netiquette” in all communications.

Websites of Interest

Oregon Master of Public Health Program

www.oregonmph.org

Portland State University

www.pdx.edu

Health Promotion: <http://www.pdx.edu/sch/mph-health-promotion>

Health Management and Policy: <http://www.pdx.edu/hatfieldschool/master-of-public-health-health-management-and-policy>

Oregon Health and Science University

www.ohsu.edu

Epidemiology: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/>

Biostatistics: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/departments/clinical-departments/public-health/education-programs/mph/>

Environmental Systems & Human Health:

http://www.ohsu.edu/xd/research/centers-institutes/environmental-health/education/index.cfm?WT_rank=1

PHCHD: <http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/masters/public-health/index.cfm>

American Public Health Association

www.apha.org

News, career resources, links to state, national and international public health organizations

Association of Schools and Programs in Public Health

www.aspph.org

Internship and job links, events, and information about academic programs

Centers for Disease Control and Prevention

www.cdc.gov

Provides epidemiological data, job links, education resources, etc.

Council on Education for Public Health

www.ceph.org

Academic public health accrediting agency

County Public Health Departments:

Clackamas: <http://www.clackamas.us/publichealth/>

Clark: <http://www.clark.wa.gov/public-health/>

Multnomah: <https://multco.us/health>

Washington: <http://www.co.washington.or.us/HHS/PublicHealth/>

Environmental Protection Agency

www.epa.gov

Environmental health resources

National Institutes of Health

<http://www.nih.gov>

Links to health institutes, health education materials

Oregon Health Division

www.ohd.hr.state.or.us

Oregon Health Division homepage

Oregon Employment Department

www.emp.state.or.us

Job links: city, county, state, federal, etc.

Oregon Public Health Association

<http://www.oregonpublichealth.org/>

News, career resources, links to public health organizations

Oregon Rural Health Association

www.orha.org

Rural health topics: advocacy, research, education

Public Health Employment Connection

<http://cfusion.sph.emory.edu/PHEC/phec.cfm>

Job listing site maintained by Emory School of Public Health

Public Health Jobs Network

www.publichealthjobs.net

Job listing site sponsored by ASPPH

V. Frequently Asked Questions about the Primary Health Care & Health Disparities Track

A. How do I register for classes at OHSU School of Nursing?

Students register through the online ISIS System at

https://sisinb.ohsu.edu:4521/pls/sisprd_bansso/gokssso.p_login. (This link is also located on the OHSU School of Nursing website.) Using this secure, interactive application, students may 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 class schedules, and register for classes. Instructions are provided on the ISIS website.

B. What kind of financial aid is available?

Financial aid applications can be completed through the OHSU Financial Aid office.

OHSU Financial Aid Office <http://www.ohsu.edu/finaid/>

Phone: (503) 494-7800 or (800) 775-5460

Fax: (503) 494-4629

Email: finaid@ohsu.edu

C. What is the policy for minimum enrollment?

Students must be enrolled for at least one credit per quarter or have an approved

Leave of Absence on file for that quarter. For more details please see policy 20-04.13 located on the SON website at: http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm?WT_rank=1.

D. What is the difference between full-time and part-time students?

A full-time student is enrolled for between 9-16 credits per quarter. A part-time student is enrolled for less than 9 credits.

E. If I work, are there evening classes available in the OMPH Program?

At the OHSU School of Nursing, all MPH classes are delivered online in an asynchronous format.

F. Can I substitute other comparable courses for required courses in the program?

You may petition to transfer up to 16 credits from another institution into the program (classes taught in other OMPH tracks do not count). The course must have been taken within the past 7 years and a course description must be provided to determine comparability.

G. What should I know about plagiarism?

Plagiarism is the use of other people's creations without acknowledging the source.

This practice is to be avoided and will be grounds for dismissal. Students should also

read the code of conduct policy in the OHSU SON Catalog and Student Handbook:
<http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/academic-affairs/catalog-handbook.cfm>.

H. How can I improve my study skills?

Most community colleges offer Study Skill courses, which can provide helpful information for students who are seeking to improve their study habits and be more effective. The OHSU Office for Student Access serves students with disabilities both on and off the Portland campus in all of OHSU's education programs. Student access also acts as a resource for all students to assist with improving students' overall approach to academic success, including enhancing study skills, test taking, time management or organizational skills. For more information please contact the Student Access office at 503-494-0082 or at www.ohsu.edu/student-access.

I. What is service-based or community-based learning?

According to Campus Contact, a national service-learning organization, "service-learning is a teaching method which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility."

Through these courses students gain valuable experience and connections with community organizations. The experience with the organizations is then integrated into the classroom to provide students with a deeper understanding of the material. Courses incorporating service-learning opportunities include Community Organizing and Program Evaluation, among others.

J. How do I arrange Reading and Conference credits?

If you have a topic that you would like to explore in depth outside a regular class, you can talk with a potential faculty supervisor who is interested in the topic about signing up for a Reading and Conference class. If the faculty member agrees, you can register for the class online with his/her CRN number. You will be expected to do reading in this area and to write a paper on the topic.

K. How do I access my enrollment files and transcripts?

Students can view their degree progress online in DegreeWorks (accessed through the ISIS portal) and can print unofficial transcripts from ISIS. Official transcripts need to be requested from the OHSU Registrar (<http://www.ohsu.edu/registrar/>).

L. What are my rights regarding my file?

You have the right to access your student file at any time. Your information will not be shared outside of OHSU.

M. What are the required procedures for graduation?

To graduate, you will need to fill out an “Application for Degree”, which can be found on the OHSU Registrar website: <http://www.ohsu.edu/registrar/>. Your campus coordinator will then be notified and will fill out a degree clearance. This will allow you to be considered “Graduated” within our system.

N. How can I become more involved with the OHSU School of Nursing Primary Health Care & Health Disparities Track?

Any events or opportunities will be announced on the School of Nursing’s website: www.ohsu.edu/son, or sent out via e-mail through the list-servs.

O. What other resources are available to students on the OHSU School of Nursing campus?

Please visit the OHSU School of Nursing website: www.ohsu.edu/son. Library resources are available to students online as well as in standing holdings. Please visit the library website for campus locations, hours, catalogs, print & electronic reserves, and more: <http://www.ohsu.edu/library/>.

In addition, the OHSU Fitness and Sports Center offers a wide variety of fitness classes, equipment, and programs for students and fitness center members. For details please visit the Fitness Center website: <http://www.ohsu.edu/academic/acad/recreation/>.

P. How do I find out about internship opportunities?

You can set up your own internship within certain parameters. You are expected to identify both the setting and preceptor and are encouraged to begin this process the term BEFORE you plan to start your internship. Please note that the choice of setting and preceptor must be approved by the faculty of record and your advisor. The track is in the process of revising the process by which students select or are assigned to an internship site. More detailed information on this will be provided as the process is finalized.

VI. OMPH Faculty, Student Representative and Staff Contact Information

For a complete faculty list, see the OMPH Program website: www.oregonmph.org

Appendix A. Campus Maps

Oregon Health & Science University- Marquam Hill

http://www.ohsu.edu/xd/about/visiting/directions/upload/OHSU_ext_map_BW_8-5x11_FNL.pdf

Oregon Health & Science University- South Waterfront Central District

<http://www.ohsu.edu/xd/about/visiting/directions/upload/FPP-3067617-New-Building-flyer-52714-MOD.pdf>

Portland State University

https://www.pdx.edu/sites/default/files/campus-map_4-15_1080-wide.jpg

Appendix B. Student Advising

Students are assigned advisers as they are admitted to the program. We recommend following either the full time or part time suggested programs of study, but there is total flexibility for students with their adviser's help to create an individualized program of study. The best way to reach your adviser is via their OHSU email. If you encounter any difficulties reaching your adviser, feel free to contact either the program director Deb Messecar at Messecar@ohsu.edu or the program assistant Carolyn Kimpton at kimptonc@ohsu.edu and they will help you with your questions.

Appendix C. Academic & OMPH Events calendar

Primary Health Care & Health Disparities Track at OHSU School of Nursing

2015-16 Academic Calendar: Fall Term 2014 - 12 weeks	
Registration Begins	8/18
Last Day to Register W/O Late Fee for School of Nursing	8/29
Classes Begin	9/29
Last Day to Register W/O Late Fee for Medical Graduate	10/6
Last Day to Add/Audit or Drop Classes without a "W"	10/6
Last Day to Withdraw with 100% refund	10/10
Last Day to Withdraw with 50% refund	10/24
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP" prior to the last week of the term. Students cannot withdraw from a class during the last week of the term.	10/31
Thanksgiving Holiday*	11/27-11/28
Fall term Ends for Undergraduate Nursing (11 weeks)	12/12
Fall Term Ends	12/19

Winter Term 2015 - 11 weeks	
Registration Begins	11/24
Last Day to Register W/O Late Fee for School of Nursing	12/5
Classes Begin	1/5

Last Day to Register W/O Late Fee for Medical Graduate	1/12
Last Day to Add/Audit or Drop Classes without a "W"	1/12
Last Day to Withdraw with 100% refund	1/16
Martin Luther King Holiday*	1/19
Last Day to Withdraw with 50% refund	1/30
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP" prior to the last week of the term. Students cannot withdraw from a class during the last week of the term.	2/6
Presidents Day Holiday*	2/16
Winter Term Ends	3/20

Spring Term 2015 - 12 weeks	
Registration Begins	2/16
Last Day to Register W/O Late Fee for School of Nursing	3/6
Classes Begin	3/30
Last Day to Register W/O Late Fee for Medical Graduate	4/6
Last Day to Add/Audit or Drop Classes without a "W"	4/6
Last Day to Withdraw with 100% refund	4/10
Last Day to Withdraw with 50% refund	4/24
Last Day to Drop Classes with a "W". Classes dropped after this date will receive a "WNP" or "WP" prior to the last week of the term. Students cannot withdraw from a class during the last week of the term.	5/1
Memorial Day Holiday*	5/25
Spring Term Ends for Undergraduate Nursing (11 weeks)	6/12
Spring Term Ends	6/19
Graduation Portland	6/5

*Holiday schedules vary by academic program

OMPH Calendars:

OMPH Program Calendar, AY 2015-2016: The OMPH Program Office calendar includes important program events, governance committee meetings, external events and holidays/closures affecting OMPH partner campuses. The calendar is updated periodically with dates and any changes for the current academic year. The Program Calendar can be found here:

https://www.google.com/calendar/embed?src=pdx.edu_17mmhqefh9f5vq53f84vcd7q2c%40group.calendar.google.com&ctz=America/Los_Angeles

OMPH Program Calendar of Events: The OMPH Program Calendar of events includes items from the Program Calendar, as well as internal and external events, trainings, workshops, conferences, and other opportunities. The Calendar of Events can be found here: <http://oregonmph.org/content/news-and-events>

Appendix D. Core course schedule for 2015-2016

Please note that the course schedule may change. Visit the OMPH website:

<http://www.oregonmph.org/content/core-schedule> for the most current course registration information.

Appendix E.

Intercampus registration procedure

Oregon MPH Intercampus Registration Instructions for ALL Students

Important note: OHSU and PSU follow both different registration schedules and slightly different term calendars. Please see <http://oregonmph.org/content/registration> for this year's registration and quarter schedules.

General information on intercampus registration: <http://oregonmph.org/content/course-registration-request>

- The registration process can take time to complete, so please plan ahead and note that some financial aid depends upon completed registration by a particular date. The registration deadlines for intercampus/joint registration requests are updated on the Oregon MPH Program website.
- You do not need to seek permission from your advisor to take one of the five core classes at the partner campus. However, it is your responsibility to seek approval from your advisor to take non-core (i.e., elective or Area of Emphasis) courses outside of your track, to ensure that the title you are seeking is applicable to your program of study. Once you receive the approval from your advisor, please follow the instructions below to register for a class at another campus. You may be asked to provide this approval.
- Please note that web-based and distance courses may involve additional fees.
- Online at OHSU: Courses offered through the Primary Health Care and Health Disparities track (School of Nursing, OHSU) are available only to students in that track and the Graduate Certificate in Public Health for the 2015-16 academic year.
- If you wish to drop the class after requesting intercampus registration please notify us immediately so that we can free the "spot" in the course. However, notification to our office does NOT drop you from the course. You are ultimately responsible to be sure that you drop the courses following the procedures at your campus.

Instructions for intercampus registration: <http://oregonmph.org/content/course-registration-request>

- You must submit the online form [<http://oregonmph.org/content/course-registration-request>] for all intercampus (joint) registration course requests, without exception.
 - Be prepared with your *home campus* student ID#, course title, course number, course CRN, professor and credits
 - The OMPH Program Office will email you receipt of this request. This does not guarantee enrollment in the course, only that the process is underway.
 - The Program Office will obtain the instructor/department approval for students. This may take some time so please plan ahead. This approval is required.
 - The Program Office will contact you as soon as instructors/departments respond with the status of your request (e.g., accepted, waitlisted).

- If accepted to the course, the Program Office will facilitate the registration paperwork with the administrative team and Registrar at your home university. You will receive confirmation (or further instructions) at this time.
- If you have questions contact the Program Office directly at 503-725-5186 or email registration@oregonmph.org.

Appendix F.

Field Experience/Internship guidelines

You can set up your own internship within certain parameters. You are expected to identify both the setting and preceptor and are required to begin this process the term BEFORE you plan to start your internship. Please note that choice of setting and preceptor must be approved by the faculty of record and your advisor.

Contact John Jessup (jessupj@ohsu.edu) or your assigned advisor for further information about arranging internships

Appendix G. Forms

Primary Health Care & Health Disparities Track at OHSU School of Nursing

General OHSU forms maintained by the Registrar's office can be found on the following website: <http://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/index.cfm>.

OHSU School of Nursing forms can be found on the following website: http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm?WT_rank=1.

Appendix H. Student Resources

PSU Student Health and Counseling Center information: <http://www.pdx.edu/shac/>

OHSU Joseph B. Trainer Health & Wellness Center for students:
<http://www.ohsu.edu/xd/education/library/>

OHSU Recreation Center: <http://www.ohsu.edu/xd/education/student-services/student-center/recreational-activities/index.cfm>

PSU Career Services: <http://www.pdx.edu/careers/for-students>

OHSU IT Resources for Students: <http://www.ohsu.edu/xd/about/services/information-technology/students/current-student-resources.cfm>

OHSU diversity resources for Students (Academic resources, student access, student groups etc): <http://www.ohsu.edu/xd/about/vision/center-for-diversity-inclusion/academic-resources/index.cfm>

PSU Diversity resources: <http://www.pdx.edu/diversity/welcome-our-campus>

PSU IT Resources for Students: <https://www.pdx.edu/oit/services-support>

PSU Campus Recreation Description:

Campus Rec creates an environment where quality recreation and wellness programs inspire, empower and educate. The state-of-the-art, Gold LEED Certified Rec Center houses cardio machines, weight lifting equipment, fitness classes, an indoor track, a six-lane pool and a 32-foot climbing wall. It also offers Intramurals and Rec Clubs, and an Outdoor Program that helps students explore the beautiful Pacific Northwest. Multiple campus-wide Health Promotion programs are held each year, including the Healthy U Wellness Challenge and Nourish Wellness Fair, often led by interns from the School of Community Health.

Campus Rec celebrates diversity and is committed to creating a community that welcomes everyone. All Portland State students are Campus Rec members and faculty, staff, alumni and plus one memberships are also offered. Good health, memorable experiences and learning are at your fingertips. Come play at Campus Rec! More information can be found at:
<http://www.pdx.edu/recreation/home>

Oregon MPH Student Leadership Council: <http://oregonmph.org/content/service>

Appendix I.

Joint Identity Procedure

PORTLAND STATE UNIVERSITY (PSU) EMAIL & NETWORK ACCESS:

A PSU ODIN account provides OHSU students access to the PSU library and network services (which includes an @pdx.edu email address). OHSU students may generate an ODIN account by using the activation pin sent by the Program Office. We anticipate this information will be sent to students in late August or early September. Students may consult [this page](#) if they need help, or may call the Help Desk at 503-725-4357.

ID BADGES:

OHSU requires students to carry their Student ID badge with them at all times while on campus. You will receive your badge from Public Safety during one of the small break-out sessions at the OHSU orientation on the first day of the term.

The following credentials that must be submitted for an OHSU badge include:

1. Passport photo

- o Students must submit a photo in **.jpeg format** - mailed physical photographs are not acceptable. Digital submissions are required.

§ This photo must meet the same criteria as passport photos

(http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html).

ePassportPhoto (www.ePassportPhoto.com) is a free service that can assist in generating passport photos.

2. Online training modules through Big Brain*

- o HIPAA
- o Respect at the University
- o Integrity Foundations
- o To access these trainings, students must register with [OHSU's Big Brain website](#). You must download and save the PDF certificates of completion for each of these modules. **These PDFs should be submitted with the passport photo to the OHSU Program Office (phpm@ohsu.edu).**

3. Background Check*

- o All students who plan to obtain an OHSU badge must complete a mandatory background check. This is facilitated by the OHSU Public Safety Office, who contracts with pre-employ.com.
 - § Students must pay for their background clearance, which runs from \$45-65.
- o When prompted via email, you must complete this mandatory background check. OHSU uses a third party service, pre-employ.com. You will have **72**

hours to complete and “share” the results of this query. Detailed instructions from the Public Safety Office will be sent to your email address.

- o We will notify you via email when we submit the background check request to our Office of Public Safety, so you have a heads up as to when you should start watching your email account.

§ If you are unable to complete the background check when you receive the request, please contact phpm@ohsu.edu immediately. Please check your spam folders regularly to make sure this email is not lost.

§ If you think you will be unable to complete the background check within the 72 hour time frame, they should connect with the Program Office ASAP, who will let the Public Safety office know. Students must check spam folders regularly to make sure this email is not lost.

4. Immunization Requirements

- o Students must complete the pre-entrance immunization requirements form, found [here](#). Students should submit this directly to the JBT Health & Wellness Center as soon as possible, per the instructions on their website.
- o Because MPH students do not work with patients they can request a waiver for the Hep B vaccine. Contact me if you would like to request a waiver.

Your ID badge is required to enter certain buildings on campus; additionally, it will unlock the exterior doors of the Campus Services Building where some of your courses will be held. It will also give you access to the SPH computer lab (CSB 620) and the Collaborative Life Sciences Building down on the South Waterfront.

To obtain a Portland State ID badge, please visit the ID Services in Neuberger Hall (724 SW Harrison St, Room 179, Portland, Oregon 97201) with at least one form of photo identification. The first card is issued at no charge; replacements are \$21. Please contact Student Financial Services at studentfinancialservices@pdx.edu or 503-725-3440 if you have additional questions.

* Please contact phpm@ohsu.edu if you are an OHSU employee and plan to continue your work during the school year. OHSU employees matriculating into an OHSU program will not need to complete an additional background check and will not need to re-complete the HIPAA, RAU, and Integrity trainings. You will, however, you need to send the PDF certificates of completion to us at phpm@ohsu.edu, and are required by Public Safety to carry an OHSU student ID badge. This means that you will need to submit a passport photo and immunization form. JBT Student Health and Occupational Health are separate entities at OHSU.