

WVSOM IMMUNIZATION AND OTHER REQUIRED DOCUMENTATION REQUIREMENTS

Congratulations on your acceptance to WVSOM! We need you to provide us with several documents as well as a complete immunization record BEFORE you start school. Please pay careful attention to the “Before you start school” section below. **Failure to provide completed necessary documents may result in delays in starting classes.** If you have been accepted late (within 2 weeks of the start of school) then please contact Amy Crickenberger (see her contact information in the last paragraph of this section).

During your enrollment at WVSOM you will be required to obtain and provide proof of additional vaccines as well as other trainings. See the “During your enrollment” section below.

You are required to electronically upload all immunization records and all other required documents before you start school and during your enrollment into the “Castlebranch” system BEFORE the required deadlines. Instructions on how to upload documents into Castlebranch may be found after you log in to the website at mycb.castlebranch.com. Once you log in you will have access to a detailed tutorial under the “Document Center” tab. You will also be sent an instructional email from Leah Stone. **Failure to meet deadlines during your enrollment at WVSOM will result in a report of unprofessional behavior being placed into your file and delays in starting clinical experiences and/or rotations.**

Any questions or concerns regarding immunizations, titers, CPR, OSHA/HIPPA should be directed to Amy Crickenberger, BSN, RN, CHSOS, email acrickenberger@osteo.wvsom.edu Phone 304-793-6895.

BEFORE YOU START SCHOOL

You are required to provide all of the following and upload all of these documents electronically into the “Castlebranch” system BEFORE you start school. Instructions for how to upload documents into Castlebranch may be found after you log in to the website mycb.castlebranch.com. Once you log in you will have access to a detailed tutorial under the “Document Center” tab. You will also be sent an instructional email from Leah Stone.

- The WVSOM Immunization Form – this must be completed, signed by a physician, nurse practitioner, or physician’s assistant. Any documentation of contraindications to any vaccination(s) must be provided and uploaded into Castlebranch. The WVSOM Immunization Form can be found on page 5 of this document and/or you may also locate it within your Castlebranch account. The form cannot be electronically completed so you must print it out, complete it, and then upload the document. If you don't have a record of the previous vaccinations you've received, then you need to get MMR, Varicella, and Hepatitis B IgG titers drawn first. If your titers indicate immunity to a specific disease, you will not need to get vaccinated for that disease(s).
- Your ORIGINAL childhood immunization record (Yes, this is in addition to the WVSOM Immunization Form). This does not need a current signature from a physician, nurse practitioner, or physician’s assistant.

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BEFORE YOU START SCHOOL (continued)

- **Immune (IgG) antibody titers for the following** (this is required for proof of immunity and you must submit the actual lab report with the results and the reference range on the report). Your titers should be quantitative (have a numerical value with a reference range) and be IgG titers (DO NOT get IgM titers):
 - **Measles Mumps Rubella (MMR) antibody titer**
 - **Varicella antibody titer**
 - **Must have a QUANTITATIVE Hepatitis B surface antibody (Hbs AB IgG) titer.** A Qualitative titer WILL NOT be accepted. DO NOT get Hepatitis B antigen titers (Hep B Ag).
 - If one or more of your titers are negative please follow the directions in the “What to do if one or more of my titers is negative” section below. ***You will not be permitted to register for 2nd year medical school classes until all immunization requirements, including repeat vaccinations AND titer requirements are met.***
- **If you have a positive PPD then you must provide a copy of a negative chest x-ray or a negative TB Quantiferon Gold blood test.**
- **Health and Technical Standards Form** – signed and witnessed by a physician, nurse practitioner, or physician’s assistant and signed by you and signed by a witness. Generally anyone who can attest to your signature may serve as a witness, family members are NOT preferred. You may find this form on pages 6-14 of this document and/or you may also locate it within your Castlebranch account. The form cannot be electronically completed so you must print it out, complete it, and then upload the document.
- **Copy of your CPR Card** – this must be current, i.e. dated within one year. The CPR class must include Adult, Child, and Infant CPR/AED training. American Heart Association is preferred, but we will accept other CPR classes.
- **Copy of your health insurance card.** You must have health insurance during your entire enrollment at WVSOM. You will need to upload a copy of your insurance card before you start school and every year thereafter. Leah Stone will send an email to incoming students with more detailed information. If you have any questions regarding Health Insurance, please contact Leah Stone, email: lstone@osteo.wvsom.edu Phone: 304-647-6318
- **COVID Vaccinations.** If you have had your COVID vaccinations please upload them (the card they were recorded on) into Castlebranch. While these vaccines are not currently mandatory, they may become mandatory in the future.
- FYI – you will be required to obtain a flu shot yearly and complete HIPPA and OSHA training yearly. The first HIPPA and OSHA trainings occur during your orientation. You will receive certificates that you will need to upload into Castlebranch. See the “During your enrollment” section below for the required deadline(s).

What is a titer? Titers are blood tests that determine whether or not you are immune to a given disease. A quantitative serum titer is a titer with a numerical value that indicates your actual degree of immunity to a disease. The clinical sites at which you will be working require documented proof of immunity for Mumps, Measles, Rubella (MMR), Varicella, and Hepatitis Bin the form of quantitative titers. This means that for EACH OF THESE REQUIREMENTS, you must submit both documentation of vaccinations AND copies of the official laboratory printouts containing the numerical values of the titer.

WHAT TO DO IF ONE OR MORE OF MY TITERS IS NEGATIVE

If your titer is negative, it means that you are not immune and need to get vaccinated or re-vaccinated. You will need to get additional immunizations for that disease.

Measles, Mumps, and Rubella antibody titer.

If the MMR titer is negative: Then you need to repeat the 2 MMR vaccines, the 2 vaccinations should be given at least 1 month (30 days) apart.

Deadlines to have these uploaded into Castlebranch

- MMR #1 by **August 30th** during your first year of medical school
- MMR #2 by **October 30th** during your first year of medical school
- Documentation of the 2 MMR vaccines must be uploaded by **November 1st** of your first year of medical school
- Repeat Measles Mumps Rubella (MMR) IgG antibody titer needs to be drawn no sooner than 30 days after the 2nd MMR vaccine and uploaded by **February 1st** of your first year of medical school

Varicella antibody titer.

If your Varicella titer is negative: Then you need to repeat the 2 Varicella vaccines, the 2 vaccines should be given at least 1 month (30 days) apart.

Deadlines to have these uploaded into Castlebranch

- Varicella vaccine #1 by **August 30th** of your first year of medical school
- Varicella vaccine #2 by **October 30th** of your first year of medical school
- Documentation of the 2 Varicella vaccines must be uploaded by **November 1st** of your first year of medical school
- Repeat Varicella IgG antibody titer needs to be drawn no sooner than 30 days after the 2nd varicella vaccine and uploaded by **February 1st** of your first year of medical school

QUANTITATIVE Hepatitis B surface antibody titer.

If your Hepatitis B titer is negative: Then you need to repeat the 3 Hepatitis B vaccines. And, following the vaccines you need to have a repeat titer done. Follow the CDC vaccine schedule for repeating these vaccines.

Deadlines to have these uploaded into Castlebranch

- Hepatitis B vaccine #1 by **August 30th** of your first year of medical school
- Hepatitis B vaccine #2 by **October 30th** of your first year of medical school
- Hepatitis B vaccine #3 by **April 30th** of your first year of medical school
- Documentation of the 3 Hepatitis B vaccines must be uploaded by June 1st – this is the summer between your first and second year of medical school.
- Repeat QUANTITATIVE Hepatitis B surface antibody titer needs to be drawn no sooner than 30 days after the 3rd Hepatitis vaccine and uploaded by July 15th – this is the summer between your first and second year of medical school.

DURING YOUR ENROLLMENT

You are required to provide all of the following and upload all of these documents electronically into the “Castlebranch” system. ***Failure to meet the deadlines listed below will result in a report of unprofessional behavior being placed into your file and delays in starting clinical experiences and/or rotations.***

- **Flu vaccination** is required yearly or documentation of contraindication from further influenza immunization (this also must be provided yearly). Deadline to upload to Castlebranch every year is before **October 15th**.
- **COVID Vaccinations.** If you have had your COVID vaccinations please upload them (the card they were recorded on) into Castlebranch. While these vaccines are not currently mandatory, they may become mandatory in the future.
- **HIPPA Training** is required yearly. You need to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance Portability and Accountability Act. Incoming first year students will complete this training during orientation. A certificate will be emailed to you following completion of a test. During years 2 – 4 you will complete the training and test in the EMedley system. You will receive a certificate. Deadline for uploading the certificate every year into Castlebranch is **August 31st**.
- **OSHA Training** is required yearly. You will be trained in standards for preventing transmission of blood borne pathogens and other infectious agents. Incoming first year students will complete this training during orientation. A certificate will be emailed to you following completion of a test. During years 2 – 4 you will complete the training in the EMedley system. You will receive a certificate. Deadline for uploading the certificate every year into Castlebranch is **August 31st**.
- **TB Testing.**
 - 2nd Year of Medical School: During your second year you will receive a two step (NOT a one step) PPD test on campus. If you have a positive PPD then you must provide a copy of a negative chest x-ray or a negative TB Quantiferon Gold blood test. The deadline to complete both the TB test AND chest x-ray or the TB Quantiferon Gold blood test (if needed) AND have it uploaded into Castlebranch is May 1st. ***Failure to meet this deadline will result in a delay in starting clinical rotations.***
 - 3rd year of medical school: You are required to get TB testing with a one step (NOT a two step) PPD or TB Quantiferon Gold blood test. You are responsible for getting these done by your primary care provider, the local health department or the Robert C. Byrd Clinic. The deadline to complete both the TB test AND chest x-ray or the TB Quantiferon Gold blood test (if needed) AND have it uploaded into Castlebranch is also May 1st of your 3rd of medical school.
- **N95 Mask Fit Testing.** Will be done here at WVSOM in the spring of your second year. This is the only information that DOES NOT need to be uploaded into Castlebranch. However, you need to keep this documentation as it will be requested by sites where you will be rotating in years 3 and 4.

West Virginia School of Osteopathic Medicine
Immunization Verification Form

Name: _____ Birthdate: ____/____/____

We require the following immunizations: MMR (2 doses); Hepatitis B (3 doses); Varicella (2 doses); Tetanus/diphtheria/pertussis (Tdap) (1 dose within 10 years); Polio (initial series and booster at age 4-6); PPD (The One-step Mantoux tuberculin skin test (TST) is required for initial skin testing.). If you have had COVID vaccinations please provide the dates on this form. The COVID vaccinations are not currently mandatory but may become mandatory in the future. This form must be completed, signed, and uploaded to Castlebranch before matriculation at WVSOM. You must also upload copies of your titer lab results for MMR, Varicella, and Hepatitis B to Castlebranch before matriculation. In addition to this form, a separate copy of your original immunization documentation must be uploaded to Castlebranch under the section with the corresponding vaccination name.

M.M.R. (Measles, Mumps, Rubella)

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Hepatitis B

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Vaccine #3 Date: ____/____/____

MMR, Varicella, and Hepatitis B titers are required in addition to this form. Titer lab results should be uploaded under the MMR Titer, Varicella Titer, and Hepatitis B Titer sections on Castlebranch.

Varicella (Chicken Pox)

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Tdap (Tetanus-Diphtheria-Pertussis)

Vaccine Date: ____/____/____

Td (Tetanus-Diphtheria)

Vaccine Date: ____/____/____

Polio

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Vaccine #3 Date: ____/____/____

COVID Vaccines

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

PPD [The one-step Mantoux Tuberculin Skin Test (TST) is required for initial skin testing.]

Test Date: ____/____/____ Results: _____

Date Read: ____/____/____ Reader: _____

Health Care Provider: _____ Date: ____/____/____

(Signature)

West Virginia School of Osteopathic Medicine's Health and Technical Standards

Introduction

The West Virginia School of Osteopathic Medicine (WVSOM) is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability. Regarding disabled individuals, WVSOM will not discriminate against such individuals who are otherwise qualified, but WVSOM expects that minimal technical standards be met by all applicants and students as set forth herein. These standards reflect what has been determined to be reasonable expectations of osteopathic medical students and physicians in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care. This document also specifies technical standards for participation in osteopathic manipulative medicine laboratory and clinical encounters; the dress code for osteopathic principles and practices laboratories; and WVSOM's policy and procedures for reasonable accommodation of students with disabilities. Before matriculation at WVSOM and periodically thereafter, WVSOM students and their physicians may be asked to verify that students meet these Health and Technical Standards.

Health and Technical Standards

An osteopathic physician must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to perform the activities described below, candidates for the D.O. degree must be able to quickly, accurately, and consistently learn, integrate, analyze, and synthesize data.

To facilitate the attainment of optimum care and safety, students at the West Virginia School of Osteopathic Medicine must:

1. Behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician.
2. Demonstrate respect for individuals and groups with West Virginia School of Osteopathic consideration to the diversity of age, gender, nationality, race, religion, or disability.
3. Students of osteopathic medicine must meet minimal health and technical and ability standards. The practice of medicine in general and osteopathic medicine in particular, requires the ability to learn, process, and utilize a great deal of knowledge and experience. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and when necessary in a team-like fashion with other health professionals in an unimpaired manner.

WVSOM expects its applicants and students to meet the minimum health and technical standards outlined in this document. Every applicant and student of WVSOM is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The holder of a doctor of osteopathic medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. WVSOM has adopted these standards with due consideration for the safety and well-being of the patients for whom its graduates will eventually care.

The specific health and technical standards of the West Virginia School of Osteopathic Medicine are set forth below.

Observation & Visual Integration

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes.

They must be able to observe a patient accurately at varying distances with the ability to determine size and depth of an object in low light at 0.3cm, and with the ability to discern non-verbal communication.

Communication

Applicants and students must be able to speak, hear and observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English.

Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team in English.

Motor Function

Applicants and students must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of movements reasonably required of physicians include, but are not limited to, cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, the performance of obstetrical maneuvers and osteopathic manipulative medicine. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

Sensory Skills

Applicants and students of osteopathic medicine must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation and malformations of the upper extremities.

Strength and Mobility

Applicants and students must possess the necessary strength and mobility to properly provide medical treatments, such as osteopathic manipulative medicine and cardio-pulmonary resuscitation, and stand long periods of time without a break in surgery. These often require upright posture with sufficient upper and lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

Intellectual, Conceptual, Integrative and Quantitative Abilities

Applicants and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory distraction. They must perform these functions under a time limitation and do so under a reasonable amount of stress, as physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Applicants and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. They also must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures.

Behavioral and Social Attributes

Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Participation in Osteopathic Manipulative Medicine Laboratory and Clinical Care Encounters

Active participation in Osteopathic Manipulative Medicine Laboratories and Clinical Care Encounters is an admission, matriculation and graduation requirement. During Osteopathic Manipulative Medicine Laboratory and Clinical Care Encounters, it is imperative to the educational process that the body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The examination and treatment must be conducted in a respectful and professional manner.

The development of palpatory skills used for diagnosis and treatment is significant and required in osteopathic medical schools. Stedman's Medical Dictionary defines "palpation" as examination with the hands and fingers, touching, feeling or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and ability to perform osteopathic treatments are initiated in the first- and second-year labs. This learning requires active participation in all laboratory sessions where students palpate and will experience palpation by their peers and instructors of both genders to enhance the development of their own palpatory skills. Each student will palpate a variety of people with different body types to simulate the diversity of patients expected in a practice setting. These skills are used by students to perform physical examination on one another. Some of these examinations are performed on bare skin, such as those of the extremities, back, abdomen and heart. Examinations of the genitals and breasts are never done on students in clinical skills laboratory settings. Fingernails must be trimmed so as not to impair palpation or cause discomfort to the person being palpated.

The osteopathic medical profession uses a variety of treatment models through which the student will learn the art, science and skills of osteopathic manipulative treatment. Psychomotor skills are developed by repetition and reinforcement. Reading and observation, while helpful in understanding the didactic concepts, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development sessions.

Hospitals often have employment requirements which apply to students working in their facilities. Students must comply with their requirements in order to train in these hospitals. These requirements may be for the safety of the student or the patients and staff. An example would be a requirement to be able to wear a fitted protection mask. Facial deformities or a beard may prevent obtaining a tight seal on the mask. Students who could not be fitted would not be allowed to participate at that facility. Other requirements almost universally required by training hospitals are proof of current immunization, which often includes blood titer level, testing for tuberculosis and current CPR training. Students who choose not to be immunized, tested, or are unable to perform CPR would be excluded from further training and would not be able to graduate.

Osteopathic Principles and Practices and Clinical Skills Laboratories

Dress Code

The dress requirement in Osteopathic Principles and Practices and clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment.

Appropriate attire must be clean and, as directed by the instructor, may include:

- Shorts which are several inches above the knee (no jean shorts, cut-offs, cargo, thick-seamed shorts, spandex, short shorts or knee length shorts).
- T-shirts - both genders will be asked to remove t-shirts while acting as patients.
- Sports bras or bathing suit tops for women - these should expose the spine and ribs (not wide t-back styles).
- Students may wear scrubs (or other apparel approved by the course director) over the laboratory attire when not in the role of the patient.
- When in the role of the patient, each student is expected to remove her/his shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Religious head coverings must be modified when necessary to allow palpation when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back). Modifications can include: adjustment of the covering permitting unobstructed palpation beneath the covering; or substitution of a thinner material that allows for adequate evaluation and treatment.
- Each student must be appropriately attired before class begins. Failure to be appropriately attired for class impedes the educational process and will not be tolerated.

Health Problems That May Preclude Examination/Treatment

Any student with a health problem that may preclude examination and/or treatment in Osteopathic Principles and Practices and clinical skills laboratories is required to submit a written request for limitation to the department chair (or designee) and present appropriate medical documentation. A physician member of the department will review this information on a case-by-case basis, and may require additional diagnostic measures. The department member reviewing the case will determine any limitation on participation, and the student will be notified in writing of the decision.

Reasonable Accommodations for Students with Disabilities

It is the policy of the West Virginia School of Osteopathic Medicine to provide equal opportunities for all applicants and students with respect to admission, financial aid, and access to education programs, services and activities, regardless of race, color, national origin, age, religion, sex, sexual orientation, or disability.

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, WVSOM provides reasonable accommodations for otherwise qualified students with verified physical, psychological and/or learning disabilities. An accommodation will not be provided if it would result in the fundamental alteration of the school's curriculum, programs, services or activities, or if it would impose undue financial or administrative burdens on the school.

Pursuant to the ADA, WVSOM will provide reasonable accommodations and support to all students that have a qualifying disability to ensure equal access to the programs and activities of WVSOM.

All accommodations are made on a case-by-case basis by the Associate Dean for Preclinical Education for students in Years 1 and 2 or the Associate Dean for Predoctoral Clinical Education for students in Years 3 and 4 ("the appropriate Associate Dean"). Students requesting any accommodation should contact the appropriate Associate Dean, who will review documentation provided by the student and in consultation with the student and other appropriate resources, determine which accommodation, if any, is appropriate to the student's particular needs and programs.

Accommodations for student examinations must be made pursuant to WVSOM's policy on accommodations for examinations.

The appropriate Associate Dean will, in reviewing documentation that indicates mental and/or physical limitations, follow these steps:

- Investigate whether the disability is qualified or otherwise protected under the ADA;
- Determine if the student is otherwise qualified and is capable of completing the entire program, with or without reasonable accommodation;
- Assess the risk of the student harming self and others;
- Reserve the right to request additional documentation;
- May consult with any necessary health-care providers;
- May require that the student meet with any WVSOM -selected health-care provider at the student's expense for further evaluation or testing;
- Make a formal recommendation to the Vice President for Academic Affairs and Dean, based on all the information received regarding a student's qualification for meeting the minimal technical standards for the program, with or without reasonable accommodation.

The intent of this policy is to provide each student with the opportunity to excel academically, while creating an equitable environment conducive to learning. In doing so, however, WVSOM must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills required for the practice of osteopathic medicine. For example, technology-related accommodations may be made for disabled students in some of these areas, but a candidate must be able to perform in a reasonably independent manner. One or more trained intermediaries may be provided to assist the student during the educational program, but not under circumstances where the student's judgment must be mediated by someone else's power of selection and observation.

This policy will be administered consistently, fairly, and in a non-discriminatory manner in compliance with the ADA and all other applicable laws. All applicants receiving supplementary application material for admission will be asked to certify they have reviewed WVSOM's Health and Technical Standards and the Participation in Osteopathic Manipulative Medicine Laboratories requirements.

Procedures for Requesting Accommodations

Requests for accommodations are made by the student or applicant according to the procedures outlined below. Applications may be submitted at any time during the academic year. An application for accommodations is a request for only the academic year in which it was submitted. If an accommodation is granted during the first academic year, a renewal application must be submitted the following year should the student desire continuation of the granted accommodations. Requests for accommodations do not signify privilege until official notice is received from the appropriate Associate Dean.

A student or applicant must provide the following documentation to the appropriate Associate Dean:

- Name, address and telephone number;
- Diagnosis of the disability and the earliest date that the disability was professionally diagnosed. Supporting documentation must be attached, including diagnosis and how it affects major life activities; results of tests that were administered and interpreted; name, address and phone number of professional(s), including physician(s) responsible for administering and interpreting tests; date(s) that the tests were administered and interpreted; and recommendations for any accommodations;
- A personal description of how the disability affects major life activities;
- Define the accommodation(s) that is (are) requested.

The student or applicant must indicate whether accommodations were granted in all previous educational environments, and if accommodations were given, the applicant must provide:

- Name of institution(s);
- Name of person(s) [and respective department(s)] who granted accommodations;
- Subject area(s) for which accommodations were granted;
- Specific description of accommodations received;
- Signature of student or applicant;
- Date the application is submitted.

Students who believe they may need accommodation for any disability are encouraged to contact the Office of Preclinical Education (ADPreclin@osteو.wvsom.edu) as soon as possible after acceptance to begin the process. A history of accommodations will be taken into consideration but does not guarantee that accommodations will be granted at WVSOM. This process can take up to 90 days from receipt of appropriately completed paperwork.

IMPORTANT

An application for accommodation is incomplete if it does not contain documentation dated within three (3) years of submission of the application. WVSOM may waive the 3-year requirement if additional documentation is not deemed necessary.

It is the responsibility of the student or applicant to have an evaluation and tests administered and interpreted. WVSOM can refer the student or applicant to a local provider for evaluation. Any charges for an evaluation or forwarding of documentation are the student's or applicant's responsibility.

Authorization to Release Applicant Information

The Federal Family Educational Rights and Privacy Act (FERPA) specifies that only the applicant may have access to the application material and the status of his or her application. If the applicant wants another party or multiple parties (i.e., parent, spouse, advisor, physician, friend) to check the status of his or her application, the applicant is required to submit in writing a signed waiver giving personnel of WVSOM permission to discuss all details of the application with each said individual.

Applicant's Certification of Ability to Meet Health and Technical Standards

I have read and understand the above health and technical standards, and I hereby certify that I am able to meet these standards if I become a medical student at the West Virginia School of Osteopathic Medicine and that I must continue to meet these standards as long as I remain a medical student at WVSOM.

Furthermore, I have reviewed and agree with my physician's statement on my ability to meet the above health and technical standards.

NAME, printed

SIGNATURE (Accepted student)

WITNESS

DATE

PHYSICIAN STATEMENT

I have reviewed the attached WVSOM Health and Technical Standards document. I understand a candidate for the D.O. degree must have the ability and skills as discussed in the document which include:

- Observation and visual integration
- Communication, including the ability to speak, read and write
- Motor function, including being able to perform CPR, respond to emergencies and stand long periods of time without a break in surgery
- Sensory skills, both tactile and proprioceptive
- Strength and mobility
- Intellectual, conceptual, integrative and quantitative abilities to analyze and interpret data
- Behavioral and social attributes to utilize intellectual abilities and demonstrate good judgment and effective professional relationships

I have performed a physical examination on _____

I find he/she:

_____ Meets the health and technical standards as described in the attached WVSOM Health and Technical Standards document.

_____ Does not meet the health and technical standards as described in the attached WVSOM Health and Technical Standards document.

What prevents the student from meeting these standards?

What reasonable accommodations would be needed to allow the student to meet these standards?

Are there any other issues or findings that you feel we should be aware of that might affect this individual's ability to perform as a medical student? _____

PHYSICIAN Signature: _____ **Circle One:** M.D. or D.O.

Print Name: _____ **Date** _____

Address: _____

Physicians: Questions filling out this form, please call 304-356-7836, ext. 6205