

COVID-19 Appendix

This appendix contains supplements and additions to the Pacific Northwest University of Health Sciences COM Student Handbook 2020-2021. It is not the intent of this appendix to replace the COM Student Handbook, only to supplement. The information herein is not intended to alter any sections of the COM Student Handbook that are not specifically addressed herein. All COM Student Handbook sections not addressed in the addendum shall remain in full force and effect until further notice. Unless otherwise noted, all changes contained in this appendix are effective July 1, 2020.

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COVID-19 Updates at PNWU

Pacific Northwest University of Health Sciences is closely monitoring the outbreak of COVID-19, a respiratory disease caused by a novel (new) coronavirus. [MyPNWU](#) is a central source for all campus-related updates and information regarding COVID-19.

If you have COVID-19 related questions or concerns, please reach out to:

- COVID-19 Supervisor
 - 509.249.7999
 - bperrin@pnwu.edu
- COVID-19 Nurse
 - 509.249.7903
 - nurse@pnwu.edu

Required Training Prior to Entering Campus

In accordance with the Center for Disease Control and Prevention, state, and local guidelines, a PNWU Campus Reopening Plan has been developed, which requires your review and adherence.

In preparation for implementing the plan, you are asked to:

- Read the [Campus Reopening Plan](#)
- Complete a 30-minute [online training](#)

Required Training for Clinical Rotations

Prior to beginning on-site clinical rotations, students must complete COVID-19 training.

WHO has a free module with a certificate after completion - find the course and registration information here: [Infection Prevention and Control \(IPC\) for Novel Coronavirus \(COVID-19\)](#).

Students must register/enroll in the training course first, complete the training (three sections totaling about 1 hour) and download the certificate when done. Upload the certificate to the "COVID 19 Training" row under Personal Records in eValue.

CARES Act Higher Education Emergency Relief Fund (HEERF)

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) established a Higher Education Emergency Relief Fund (HEERF) to provide emergency financial aid grants for students experiencing financial hardships due to the coronavirus disruption of campus operations. PNWU has set aside funds for COVID-19 related emergency needs on a case-by-case basis for food, housing, course materials, technology, health care, and child care.

Awards will be based on students enrolled as of May 5, 2020. Students also must meet Title IV eligibility requirements and have a FAFSA on file with PNWU. Complete the [Higher Education Emergency Relief Fund Request form](#) and provide required documentation. The request will be reviewed for eligibility and fund availability.

COVID-19-Positive Student Tracking for Clinical Education

Students exhibiting signs and symptoms of COVID-19 should seek advice from a medical professional on whether they should be tested. A student should contact their primary care provider if they are exhibiting these symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student tests positive for COVID-19, the RAD and RSA should be notified. The RSA will upload pertinent information on the COVID-19 Tracking Sheet on SharePoint and provide the link to local Health Department policy regarding those with positive tests. The student will strictly follow quarantine policies and will be released to return to rotations after completion of the quarantine time.

If a student becomes ill and needs to be hospitalized, the student should contact the RAD when the student is able.

Excused absence

Effective 03/04/2020

This temporary policy is for OMSI and OMSII students regarding the need for a doctor's note for missing required activities (exams, quizzes, labs, and patient encounters on or off campus). This temporary procedure is in response to COVID-19 precautions and will revert to the standing policy listed below at the discretion of the dean.

Students who experience flu-like symptoms over this temporary period and feel they need to miss a required activity due to their illness, must contact Student Affairs with a time-away request (link: <https://secure.jotform.us/form/91547183637162>), **before** the time of the required activity.

Under these temporary procedures, the student will not need a health care provider note to excuse missing required activities due to flu-like illness, but they will need to contact Student Affairs for an excused absence. An excused absence is required to schedule a make-up of any assessment or other required activity such as labs for Anatomy, Clinical Skills, and OPP. The procedure for making up missed assessments remains unchanged. The procedure for making up labs also remains unchanged. Once this temporary procedure is lifted, all current policies and procedures will resume. Please follow the [guidelines in this link](#) for notifying your providers.

Requests for excused absences will be handled on a case-by-case basis. Once approved, Student Affairs will notify the appropriate staff and faculty. See Examinations and Other Assessments section of the student handbook for details on make-up assessments.

Requesting an Emergent Absence:

Situations arise that may cause hardship or prevent students from planning ahead. If this is the case, please contact Student Affairs as soon as possible via email at studentaffairs@pnwu.edu or phone at 509.249.7724. Students will still need to complete the [Time Away Request form](#) within 48 hours after their return to school.

Examples of emergent excused absences include, but are not limited to:

- Personal illness
- Serious and/or sudden illness, or death of a family member
- Serious accident or injury

If for any reason students are concerned about the implications their absence(s) might have on their coursework, they should speak with Student Affairs to discuss options and to learn of resources that may be available.

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Study Space

In accordance with the PNWU campus reopening plan most coursework, except for labs, will be delivered remotely via various online formats. The expectation is that most individual study will also occur remotely. However, we recognize that some students will have challenges studying in their home environment due to family distractions or technological challenges.

To address these challenges, a limited number of assigned study spaces will be made available on the PNWU campus. Students must apply for one of these study spaces by completing the [Study Space Request form](#). Priority for on-campus study space assignments will be given to students who clearly delineate the challenges in their home environments preventing effective study. Study space usage will be evaluated monthly and adjusted as needed. Therefore, study space assignments will be valid for one-month, after which you must reapply.

Evening, after 6 pm, and weekend study spaces may be reserved by any student in three-hour increments. Evening and weekend study space must be booked on the [PNWU Calendar](#), and are allotted on a first-come, first-serve basis. Cancel booked study space if you are unable to use the space, in order to make it available for others.

Lockers

Students must put their personal belongings in their lockers to avoid congestion in the hallways during lab time. Space is needed to meet social distancing requirements.

The lockers and the shower rooms outside of the anatomy lab in Butler-Haney Hall will not be available this year.

Mailboxes

Student mailboxes in Butler-Haney Hall (BHH) will not be used this year.

New software

- ExamID and ExamMonitor are being implemented for secure remote proctoring. Students are required to use their laptop (not iPad or other device) with a fully functional camera and microphone for written lecture examinations. Student laptops must meet the minimum technical requirements as per the PNWU website [here](#).

Preclinical Written Lecture Examinations

- A required mock exam will be scheduled at the start of the fall 2020 term to finalize the implementation of ExamID and ExamMonitor for each student.
- Students must test alone in a secure testing space.
- Students are not permitted to use scratch paper or writing instruments. Instead, they can choose to utilize the electronic notes feature within Examplify.
- No headphones are allowed.
- Students are required to test with a laptop that meets minimum technical requirements detailed on the PNWU website [here](#). iPads are not permitted for remote exams, because they are not supported by ExamMonitor.

Immunization

- Measles, Mumps, and Rubella (MMR): Primary series of two-dose vaccine and starting with class of 2024, quantitative serum titer documentation for all three is recommended but qualitative serum titers will be accepted.

- Communication with immunizations@pnwu.edu on problems obtaining immunizations, screening, or serum titers is required to avoid holds on records which could delay registration, transcripts, and financial aid disbursements.

Withdrawal

A prorated amount of tuition is refunded during the first three weeks of the term. If a refund is owed to the student it will be returned through direct deposit into the student's bank account via the automated clearing house (ACH). The student is responsible to pay any balance owing to PNWU.

Return of Title IV Funds

The Financial Aid Office will complete the required return of Title IV funds calculation. See the [Financial Aid Return of Title IV Funds policy](#) for details.

If a student withdraws during a term or payment period within the covered period due to a qualifying COVID-19 circumstance, the return of Title IV funds is waived. The University is required to obtain a written attestation from the student explaining why the withdrawal was the result of the COVID-19 emergency. Allowable circumstances include, but are not limited to, illness of the student or family member, need to become a caregiver or first responder, loss of childcare, economic hardship, inability to access wi-fi due to closed facilities, or an increase in work hours as a result of the COVID-19 emergency.

If the student withdraws and the circumstance does not qualify as a COVID-19 circumstance any financial aid returned to the U.S. Department of Education will be offset by any tuition refund.

Academic Standing

Students are required to complete 67 percent or more of attempted (expected) credits for the academic year. If PNWU has reasonably determined the failure to complete the credits is the result of a COVID-19 related circumstance, those credits may be excluded from the calculation. Allowable circumstances include but are not limited to illness of the student or family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via distance education, inability to access wi-fi due to closed facilities. If the University temporarily ceases operations during a period of enrollment, attempted credits for all affected students (specific to that enrollment period) may be excluded.

Employment and Volunteering

In light of the global COVID-19 pandemic, OMS1 and OMS2 students must limit all volunteer and paid work activities whether school sponsored or not. While these personal growth and clinical experience activities are important, the risk of SARS-CoV-2 infection/exposure and subsequent treatment or quarantine may prove to be detrimental for the student's academic performance and progress.

- Student must be making satisfactory academic progress.

- Student can participate in negligible or low transmission risk activities only, as defined in the transmission risk chart attached to linked [policy](#).
- Students may not participate in medium, high, or very high transmission risk activities as defined in the transmission risk chart.
- OMS1 and OMS2 students must notify Student Affairs of all extracurricular volunteer or paid work activities and receive approval before starting by first completing and submitting the [Volunteer Activity form](#).
- Incoming OMS1 and OMS2 students currently engaged in any medium, high, or very high transmission risky volunteer or paid work activities must suspend that activity by July 20, 2020.

COMLEX-USA

COMLEX-USA Alternate Test Delivery for Computer-based Testing

In response to COVID-19's impact on the safety and feasibility involved in taking examinations at Prometric test centers, the NBOME is actively exploring options for alternate test delivery. Delivering high-stakes examinations outside of test centers involves careful planning to mitigate risks to security, administration, and psychometrics of the examinations. The NBOME is dedicated to rapidly addressing these concerns while continuing to administer exams that are secure, fair, valid, reliable and defensible.

Score Release Dates

The score release dates for candidates taking COMLEX-USA Level 1 from **May 5 to June 26, 2020** are anticipated to be slightly longer than usual (by 1-2 weeks) to allow sufficient time to statistically validate candidate performance for the new Level 1 testing cycle. The additional time allows for a reliable scoring process, and is dependent on the number of candidates who test in a given period. Therefore, these dates reflect our best prediction of anticipated numbers of examinations administered in this testing window.

Please see the [COMLEX-USA Level 1 pages](#) for updated specific score release information. Please see the [COMLEX-USA Level 2-CE pages](#) for score release dates.

USMLE verification form

The United States Medical Licensing Examination (USMLE) is optional for students. Review the USMLE and National Board of Medical Examiners (NBME) website for additional information and resources.

- Log into the NBME website and print the NBME Certification of Identification and Authorization form.
- Complete the student portion of the form and attach your photo.
- Submit the completed form to registrar@pnwu.edu.
- Enrollment Services signs and emails the form to USMLE and verify the student's enrollment on the NBME website.

Residency Application

- Reduced number of audition rotations
- Virtual interviews, less travel
- Monitor the [NRMP News](#) for FAQs regarding COVID-19 pandemic and other updates.

Military Residency Application

Due to issues with the servers that MODS resides on, Medical School Officials and non-military letter writers will not have access to upload documents to MODS for the 2020 GME application cycle. Documents must be received by 6 November 2020. Instructions for submitting documents for each Service are as follows:

Due to COVID-19, GME Office staff is frequently teleworking - email is the preferred method of contact as there will be a delay in replies to voicemails.

Army

Transcripts, MSPEs, Letters of Recommendation, and Licensing Test Scores may be submitted by a medical school official via email (preferred) or regular mail. Letters of Recommendation may be submitted directly by the letter writer using the same methods. If submitting documentation via US Postal Service, please notify Ms. Patricia Norman via email of mailing date & what documents are included.

- 1) Email: patricia.g.norman.civ@mail.mil
- 2) Mail: DHHQ, Attn: DASG-PSZ-M
7700 Arlington Blvd, Suite 5145
Falls Church, VA 22042

If you have questions, please call the Army GME office at 703-681-4804 or 703-681-8043.

Navy

Transcripts, MSPEs, Letters of Recommendation, and Licensing Test Scores may be submitted by a medical school official via email (preferred) or regular mail. Letters of Recommendation may be submitted directly by the letter writer using the same methods.

- 1) Email: usn.bethesda.navmedprodevctrmd.mbx.gme-sb@mail.mil
- 2) Mail: Navy Medicine Professional Development Center
8955 Wood Road
ATTN: GME Program Bldg 1 T-15
Bethesda, MD 20889-5628

If you have questions, please call the Navy GME team at 301-295-0991. Updates can also be found on our website at: www.med.navy.mil/sites/nmpdc/professional-development/...

Air Force

Transcripts, MSPEs, Letters of Recommendation, and Licensing Test Scores may be

submitted by a medical school official via email (preferred) or regular mail. Letters of Recommendation may be submitted directly by the letter writer using the same methods.

1) Email: AFPC.DP2NP.PhysicianEducation@us.af.mil

2) Mail: HQ AFPC/DP2NP (GME)

550 C Street West, Suite 25

JBSA-Randolph, TX 78150-4727

If you have questions, please call the Air Force Physician Education team at 210-565-2638 or toll free at 1-833-876-5701. Updates can also be found on our website at:

www.airforcemedicine.af.mil/Organizations/...