

Topic	Presenter	Discussion	Action Y/N	Follow-up Assignments	Follow-up Deadline
Participants:		Present: Laura Gibson, Al Berrebi, Robert Brock, Michelle Costas, Heath Damron (for John Barnett), Dick Dey, Brad Hillgartner, John Hollander, Gina Maiocco, Lisa Salati, Lillian Smith, Grazyna Szklarz, and Andrew Flinn			
Reminders:	Lisa Salati	1. Research Induction Ceremony – Friday, October 23, 2015 at 5PM; Oakey Patterson Auditorium For next year please start to think about: <ol style="list-style-type: none"> speaker for next year alternative to lab coat for non-bench scientists Ethical Affirmation – rewording of biomedical wording 2. Please have emergency contact forms that the student fills out that indicate you will contact the people listed should the student disappear. (see attached example)	Y	We will revisit suggestions for this ceremony at a spring meeting	Feb. council meeting
Informational :	Lisa Salati	<ol style="list-style-type: none"> Graduate student of the month program. Each month we will highlight a graduate student at the HSC who has made a major advance such as published a paper, award at a conference, obtained a patent, etc. Please submit nominations to Andy Flinn, arflinn@hsc.wvu.edu. Winners will be posted to the bulletin board outside the Office of Research and Graduate Education and on the office's website. Permission to use student photos on the web. Each program should at entry into graduate school obtain permission from students for using their pictures and non-public information on the web. The attached document indicates what the university considers to be public information. <p>It was mentioned that completing the internet usage forms on Sole may contain this information and that if a student's picture is not on Sole; it means that they do not want it on the web.</p> <ol style="list-style-type: none"> Letters offering admission – must have at least 2 signatures. Possible signers could be: Program Director, Chair of admission's committee, and Dean-level person. Let Lisa Salati know if you would like her to do Exit Interviews for your program. All programs should have some version of this for assessment purposes and should also be gathering contact information for the student after they leave. MS degree does not have a candidacy component. 	Y	<ol style="list-style-type: none"> Submit nominations by Oct. 30 for consideration for the month of November. Will check whether SOLE agreement is sufficient 	Oct. 30

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		<p>6. Flyers for ABRCMS (Annual Biomedical Conference for Minority Students). If your program would like the Research Office to bring flyers advertising your program to the meeting, please get them to Andy Flinn by Oct. 28th. One flyer per program, please, 25-50 copies of each, max.</p> <p>7. New Forms: Please look at the new forms on the website and provide feedback.</p> <ul style="list-style-type: none"> a. New International travel policy b. Plan of study – check box option for programs using DegreeWorks <p>Faculty felt that 2 weeks prior to the defense was a more logical deadline for the shuttle sheet request form. The second issue was if requesting doctor's notes to return to work following a medical or family leave was a violation of HIPAA. Dr. Salati looked into it and no it is not. The note does not contain sensitive information, only the recommended date for returning to work. A copy of the information from the HIPAA code is attached.</p> <p>8. Guidance for dissertation formats</p> <p>9. Announcing new faculty in all schools – please send the ResOff information about new faculty who will be active in research and graduate student training. Please send: Name, department, where they are coming from, picture, general area of interest</p>		<p>7. New forms are posted on the website. Please have comments back as soon as possible.</p> <p>The shuttle sheet request form deadline will be changed to 2 weeks.</p> <p>9. Please send information about new faculty as soon as it is available.</p>	
Discussion:	Lisa Salati	<p>1. The School of Nursing uses a rubric to evaluate dissertations. It is attached to this agenda. They would like to know if others use one and receive feedback on their rubric.</p> <p>Other programs do not use this. But Neuroscience uses a similar approach for evaluating the candidacy exam. Dr. Dey will provide this form for others information. The descriptors were not attached for the School of Nursing form and will be sent to all council members so that the rating scale can be understood. A suggestion was made for including this in the new faculty orientation. This will be strongly considered by the Office.</p> <p>2. Survey of Graduate Student Satisfaction (attached). This survey comes from the</p>	Y	<p>1. Rubric will be adapted and included in faculty orientations.</p> <p>2. Please send edits</p>	Nov. 30 is

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		<p>University of Buffalo. We will be initiating a similar survey. This will be sent to students in January of each year. Reports will be available to all faculty by late spring.</p> <p>3. 3MT – 3 minute thesis. This is a 3 minute long talk using one slide (no animations) that a student gives to a general audience. The WVU Office of Graduate Education and Life will hold this competition again during Graduate Student Appreciation week (April 4 to 8). We are going to be asked to hold a pre-competition and send our winners to the University wide competition. The directive to date is that this will be one from each school. Issues:</p> <ul style="list-style-type: none"> a. Do we want to have a joint competition in which these winners are selected? b. Do all schools want to participate? c. When to have this competition? Note: Van Liere/Research Day is March 3-4. <p>We do not have information from downtown and so discussion of this was tabled until we hear their plans.</p> <p>4. External reviews of programs. Al Berrebi will send copy of self-study template to interested programs</p> <ul style="list-style-type: none"> – When was the last external review of your program? – Do you have one planned in the future? – When is your next BOG review and/or accreditation? – When would you like a review? <p>Al Berrebi provided information on the University of Vermont format for external reviews of graduate programs. These are organized by their provost and occur every 5 years for ALL programs. The research office is committed to doing the same for our graduate program. The information is useful for planning and especially identifying or confirming needs for resources in support of research and education. Please answer the questions above.</p>		<p>to the Office by Nov. 30 as a survey will be sent to all students in early January.</p> <p>4. Please provide answers to the questions at the left by Dec. 31, 2015.</p>	<p>deadline for edits to the student satisfaction survey.</p> <p>Dec. 31, 2015 for external review answers.</p>
Future Meetings:	Lisa Salati	<p>1. Should all new programs and program changes be approved by this group?</p> <p>2. Patent substitutions for paper for defense of dissertation</p> <p>3. Scientific integrity – revising course to incorporate all schools and to extend beyond year 1 – using Team based learning?</p>			

HSC Graduate Council
Wednesday, October 28, 2015

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		4. Scientific writing – split into 2 courses (would need to invite Bernie) 5. Combining some orientation activities (Carruth, Policy orientation?) 6. DegreeWorks versus Plan of Study 7. Outstanding mentor awards			

Meeting adjourned by Lisa Salati at 11:45 AM. The next meeting is scheduled for **November 17, 2015** in **John Jones 1**.

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Employers and Health Information in the Workplace

The Privacy Rule controls how a health plan or covered health care provider discloses protected health information to an employer, including your manager or supervisor.

Employment Records

The Privacy Rule does not protect your employment records, even if the information in those records is health-related. Generally, the Privacy Rule also does not apply to the actions of an employer, including the actions of a manager in your workplace.

If you work for a health plan or covered health care provider:

- The Privacy Rule does not apply to your employment records.
- The Rule *does* protect your medical or health plan records if you are a patient of the provider or a member of the health plan.

Requests from your employer

The Privacy Rule does not prevent your supervisor, human resources worker or others from asking you for a doctor's note or other information about your health if your employer needs the information to administer sick leave, workers' compensation, wellness programs, or health insurance.

- However, if your employer asks your health care provider directly for information about you, your provider cannot disclose the information in response without your authorization.
- Covered health care providers must have your authorization to disclose this information to your employer, unless other laws require them to disclose it.



Generally, the Privacy Rule applies to disclosures made by your health care provider, not to the questions of your employer.

For further information on this topic, please refer to 45 C.F.R. §§ 160.103 and 164.512(b)(1)(v), and OCR's Frequently Asked Questions.

You may also contact the Department of Labor at (866) 4-USA-DOL, or the Equal Employment Opportunity Commission at (800) 669-4000, for information about non-Privacy Rule issues.

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