

## El Paso - *Administrative Policy and Procedure*

Title: <b>Monitoring and oversight of students/visitors by TTUHSC at El Paso/Paul L. Foster School of Medicine Faculty</b>	Policy Number: <b>EP 9.8</b>
Regulation Reference:	Effective Date: <b>10/2013</b>

### Policy Statement:

It is the policy of Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) to provide appropriate monitoring and oversight of all activities of all students, visitors and others on campus. The TTUHSC at El Paso campus is able to accommodate only certain programs; to this end, any activity must fall within the scope of this policy.

No informal observerships or mentoring are allowed. Only students in official programs and activities of this campus are allowed.

Faculty and staff members DO NOT HAVE AUTHORITY to engage or take on or allow any other type activity by any student, observer or any other category of person, unless in compliance with this policy. Failure to comply with this policy may result in disciplinary action and/or personal liability.

### Scope and Distribution:

This policy covers activities on the TTUHSC at El Paso/Paul L. Foster School of Medicine (PLFSOM) campus and at all remote sites to include University Medical Center of El Paso (UMC El Paso) or other hospitals or facilities where faculty engages in their professional activities. All members of the TTUHSC at El Paso staff, faculty etc. will comply. Any activity by a student not currently part of a TTUHSC at El Paso/PLFSOM student program (medical students, residents, nursing) must go through one of the areas listed below, prior to being on the this campus:

1. **Undergraduate Student Programs** – This includes programs for premedical students that are part of the pipeline into admissions. The student must be enrolled in an established program under the Office for Promotion of Community Educational Achievement (OPCEA). The High School premedical camps do not have shadowing as part of the curriculum and do not fall under this policy. Undergraduate students must contact OPCEA to determine eligibility. Contact: Office of Admissions/OPCEA – Rene Andre & Manuel Schydlower. (Associate Academic Dean for Admissions)
2. **Graduate level Health Care Students** from affiliated institutions and United States accredited medical schools. This would include Advanced Nurse Practitioners, SRNA students, undergraduate nurses, Physician Assistant students, Allied Health from outside of Texas Tech Contact: Office of Student Affairs, (Associate Dean for Student Affairs)
3. **Post graduate level health care practitioners** from affiliated institutions. This would include visiting graduate medical residents, advanced training (fellowship) for Physician Assistants and others pursuing training after graduation (in pursuit of board certification in an affiliated accredited program). Contact: Office of Graduate Medical Education (Associate Dean for Graduate Medical Education)

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4. **High School, Undergraduate students, Graduate students, residents & postdoctoral fellows involved in approved research protocols** sponsored by the Division of Research. Contact: Office of the Associate Dean for Research (Associate Dean for Research).
5. **Please note: Visiting Faculty** from any other institution would be directed under the Office of Faculty Affairs. (Associate Dean for Faculty Affairs) and are not addressed in this policy.

### **PROCEDURE:**

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#### **I. Undergraduate Programs:**

OPCEA, in the Office of Admissions, conducts programs for undergraduate students in pre-health professions programs. This office conducts programs for students in grades K-12 pre-medicine programs as well as other pipeline programs that are not part of this policy.

- a. Students in this category must be under the direction of OPCEA.
- b. OPCEA may place selected university students in the faculty shadowing program. Students in this program will be placed with faculty members only. One student will be placed with one faculty member. The Faculty Member will be responsible for the student at all times while they are participating in the student shadowing program. The assigned faculty member will sign a "Shadowing of Physician" form.
- c. OPCEA processes all requests for undergraduate & high school students to be on the TTUHSC at El Paso/PLFSOM Campus and also processes requests for ID Badges and orients students to the campus.
- d. All students must meet criteria listed below in item # V.

#### **II. Undergraduate and Graduate Level Health Care Student Programs:**

- A. All undergraduate and graduate level students from any college or university outside of Texas Tech seeking to fulfill program requirements or electives in the pursuit of a degree must be processed through the Office of Student Affairs. This would include visiting medical students from LCME accredited medical schools, Advanced Nurse Practitioners, Student Registered Nurse Anesthetists (SRNA), undergraduate nurses, Physician Assistant (PA) students, Allied Health students and other programs as approved by the Associate Dean for Student Affairs.
- B. TTUHSC at El Paso must be an affiliate of the college or university sponsoring a health care student. Medical students enrolled in an LCME accredited institution do not need an affiliation agreement.
- C. Office of Student Affairs will assure that students in programs it administers meet all TTUHSC at El Paso/PLFSOM requirements and UMC El Paso access requirements if they will be rotating at UMC El Paso, 30 days prior to being on campus.
- D. If a Clinical Department wants to sponsor a graduate student program, they will need to assure that an affiliation agreement is in place and the Office of Student Affairs has received all necessary documents 30 days prior to the student(s) being on campus.

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E. All students must meet criteria listed below in item # V.

### **III. Post graduate level health care practitioners**

- A. All visiting graduate medical residents, advanced training (fellowship) for Physician Assistants and others pursuing training after graduation (in pursuit of board certification in an affiliated accredited program or similar) must be processed through the Office of Graduate Medical Education.
- B. TTUHSC at El Paso must be an affiliate of the institution sponsoring a post graduate health care Practitioner.
- C. Office of Graduate Medical Education will assure that practitioners in programs it administers meet all TTUHSC at El Paso requirements and UMC El Paso access requirements if they will be rotating at UMC El Paso, 30 days prior to being on campus.
- D. If a Clinical Department wants to sponsor a post-graduate program, they will need to assure that an affiliation agreement is in place and the Office of Graduate Medical Education has received all necessary documents 30 days prior to the practitioner being on campus.
- E. All students must meet criteria listed below in item #V.

### **IV. High School, Undergraduate students, Graduate Students, residents & postdoctoral fellows participating in research protocols:**

- A. Office of the Associate Dean for Research will approve students to participate in research activities.
- B. Office of the Associate Dean for Research will complete all paperwork required including inclusion in an appropriate protocol and will oversee that requirements are met 30 days prior to being on campus.
- C. Building access will be determined by the Associate Dean for Research.
- D. Research compliance training may be required.
- E. All students will meet criteria listed below in item # V. If students will be accessing research laboratories HSC OP 73.15 must be reviewed.

### **V. Entry Criteria that must be met 30 days prior to participation in any activity on the TTUHSC at El Paso/PLFSOM Campus:**

1. Complete an application and/or provide documents required by the sponsoring Dean's office.
2. An Affiliation Agreement (if applicable) must be in place and current with college, university or school when clinical activity is undertaken that results in a grade for credit.
3. A completed background check, the type approved by TTUHSC at El Paso/PLFSOM will be required. The student will bear the cost of completion. If a background check notes a concern the sponsoring Dean's office will notify the student or sponsoring department if the student is not eligible for the experience requested.

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5. Applicant must furnish evidence of immunizations and TB Skin Testing that meet TTUHSC at El Paso/UMC El Paso requirements as indicated by specific program participation.

Requirements as of 10/01/2013 include:

- Titers for Rubella, Rubeola & Varicella
- Hepatitis B Series (3 doses) at least begun prior to first day on campus. Positive titer documentation required after 3rd dose.
- TB Skin Test (TST) negative – results documented no more than three months before start date on campus. Positive TST = negative chest x ray within 3 months of visit. TB questionnaire may be substituted at TTUHSC at El Paso's discretion if not going to UMC El Paso.
- Tdap Vaccine
- Seasonal Flu Vaccine
- Requirements may be updated based on Infection Control Committee or CDC current recommendations.

6. Applicant must furnish proof of health insurance coverage. TTUHSC at El Paso/PLFSOM will not be responsible for any injury or exposure while participating in programs or activities.

7. Proof of liability insurance coverage must be furnished by the sponsoring institution or by the applicant if patient care activities are part of the experience.

8. Applicant must furnish a current Photo ID. Clinical discipline students will furnish current CPR or ACLS card.

9. Safety Training must be completed by any person on TTUHSC at El Paso/UMC El Paso Campus;

- ii. Texas Tech Student Safety and Education Program for Students (STEPS) must be completed by all students who will ONLY be on the TTUHSC at El Paso Campus.
- iii. Any student rotating at UMC El Paso must complete the on line Community Wide Orientation (CWO) program at [www.epcc.edu/cwo/pages/default.aspx](http://www.epcc.edu/cwo/pages/default.aspx) and provide a copy of the certificate of completion. \* Students who rotate at TTUHSC at El Paso/PLFSOM and UMC El Paso need documentation of CWO and STEPS.

10. HIPAA training is required of all participants.

11. Specific orientation by UMC El Paso is required for students rotating there. Contact the Affiliation Program Administrator.

12. Participants in laboratories or handling research animals will be required to satisfactorily complete Laboratory Safety Training and/or Animal Handling Training as appropriate. If any use of Radioactive Materials is considered, Radiation Safety Training must be satisfactorily completed. Participants under the age of 18 must meet the requirements set forth in HSC OP 73.15.

13. Each student must have a TTUHSC at El Paso/PLFSOM ID badge and display the ID at shoulder level at all times while on campus. The appropriate Associate Dean's office is responsible for obtaining the ID badge for the student.

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### **Special Considerations:**

1. Normal hours of operation are 8am to 5pm Monday through Friday. Any area that accepts students after normal hours of operations must assure appropriate on site supervision and provisions for access to and egress from buildings. Keys and building access cards are not generally provided to non-employees.
2. Any non-employee accepts responsibility for personal health care needs should an emergency arise while on campus. TTUHSC at El Paso does not provide health care to non-employees beyond First Aid and summoning Emergency Medical Services in an emergency. Documentation of emergency situations will be completed by the sponsoring program/department in conjunction with the department where an incident occurs.
3. Documentation of immunizations, TB Skin Testing, and CWO will be verified by the Office of Quality Improvement/ Occupational Health. Permanent files with this information will be kept in the Office of Occupational Health on students. All other documents will be housed in the respective Dean's office.
4. Note: For any Volunteer Activity – see OP# 10.28

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Signatory approval on Kathryn Horn M.D. file by: <u>Associate Dean for Student Affairs</u> Michael J. Romano, M.D. Clinic Operations Committee Chairman Associate Dean for Clinical Affairs	