



*Ambulatory Clinic Policy and Procedure*

<p>Title: <b>INDIVIDUALS ALLOWED IN CLINICS FOR CLINICAL OR ACADEMIC PURPOSES</b></p>	<p>Policy Number: <b>EP 9.14</b></p>
<p>Regulation HSC-EP Operating Policies Reference:</p>	<p>Effective Date: <b>10/2022</b></p>

**Policy Statement:**

It is the policy of Texas Tech Physicians of El Paso (TTP-EP) to provide appropriate oversight of all activities within its ambulatory clinics by health professional staff, other support staff, trainees, students, researchers and visitors.

**Scope and Distribution:**

This policy covers activities within all TTP-EP Clinics.

**Procedure:**

Only the following individuals are allowed to participate or be present inpatient related clinic activities:

1. Professional Staff that have an active clinical appointment at the TTUHSC-EP PLFSOM and have been granted clinic privileges by the Dean according to its Professional Staff Bylaws and Credentialing policies. Any question or request should be channeled through the Medical Staff office.
2. Clinical or administrative support Staff employed or contracted by TTUHSC-EP PLFSOM to provide clinic related services. Any question should be channeled through the office of Human Resources or Clinical Affairs.
3. Students and trainees enrolled in and performing assigned academic activities as part of official TTUHSC-EP educational programs.
4. Visiting students, researchers and trainees in accordance with HSCEP OP 59.06. Any question regarding 3 and 4 should be channeled through the office of Academic Affairs unless otherwise indicated in the policy.
5. Research Faculty of the TTUHSC-EP for the specific roles related to a TTUHSC-EP Institutional Review Board approved study, including the formal approval of the respective Clinical Department Chairperson.
6. Volunteers in accordance with HSCEP OP 10.28.
7. Personnel of external regulatory agencies allowed by law or contract to review clinical activity or records.
8. Personnel of other external organizations required for specific training or assistance of professional or support staff with the prior authorization by the office of Institutional Compliance. Any question regarding 7 and 8 should be channeled through the office of Institutional Compliance.
9. All individuals are subject to the applicable policies of Occupational Health and Health Information Privacy.
10. It is the responsibility of the individual’s supervisor, or of the office or employee bringing or interacting with the individual to seek the respective approval when applicable for their participation or presence in the clinics designated spaces.



*Ambulatory Clinic Policy and Procedure*

Policy Number: <b>EP 9.14</b>	Original Approval Date: <b>10/2022</b>
Version Number:	Revision Date:
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso	