

Class of 2028

Welcome to the Paul L. Foster School of Medicine!
Congratulations on taking the first step toward
earning your medical degree.

Carefully review the student checklist. All forms must
be EMAILED to the [Office of Student Affairs](#)

by: **May 27, 2024**

- 1 Upload Immunization Requirements into [Texas Tech Health Manager System](#)
- 2 Complete the [Community Wide Orientation Module](#) online
- 3 Complete the AHA (No other is acceptable) [Basic Life Support Certification](#)
- 4 Complete the [Safety Trainings](#) online
- 5 **Print and Fill-Out** the Consent & Release to Use Image and Information Form
- 6 **Print and Fill-Out** the Drug Screening Consent Form
- 7 **Print and Fill-Out** the Miscellaneous Information Sheet
- 8 **READ POLICY** and save to your files for reference if you need it.

Email or Call the Office of Student Affairs if you have any
questions Student.Affairs.plfsom@ttuhsc.edu

(915) 215-8878

Texas Tech University Health Sciences Center El Paso Consent and Release to Use Image or Information

I, _____ (print name), or my authorized legal representative, hereby give consent for Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) employees, students or agents to take and use information about me (including my medical history, if applicable), or my name, image or likeness, including, but not limited to, photographs, videotaped images, audio recordings, digital content (collectively “images”), or my data or presentation for the purposes checked below.

I AGREE TO THE USES DESIGNATED BELOW: (<u>Not</u> including uses for patient treatment or payment.)	My Name	My Image(s)	My Information	My Data or Presentation
<input type="checkbox"/> For educational purposes <u>within</u> TTUHSC El Paso.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> For educational purposes <u>outside</u> TTUHSC El Paso.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> For TTUHSC El Paso marketing or publicity. (This includes news and social media, such as interviews, Facebook, websites, Twitter, YouTube, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> For publication in journals or on the Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other purpose(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand that TTUHSC El Paso and its regents, employees, agents, and personnel acting on behalf of TTUHSC El Paso shall not be held responsible for any use of my name, information and/or image(s), including any use whatsoever by any outside user or third party, and I hereby release and hold harmless TTUHSC El Paso and its regents, employees, agents, and personnel acting on its behalf from any and all liability for damages of whatever kind, character or nature which may at any time result from this consent and release authorizing use or dissemination in accordance with the above.

I understand that TTUHSC El Paso will own the image(s) of me for the purposes stated above. I do hereby knowingly and voluntarily waive any and all other rights, compensation, royalties, or payment of any kind or character in connection with the use of my name, likeness, and/or image(s) as authorized above.

This consent and release can be revoked or withdrawn at any time, but such withdrawal or revocation must be in writing and sent to the TTUHSC El Paso institutional privacy officer. Withdrawal of consent does not affect any information used or disclosed prior to receipt of the written notice of withdrawal.

By signing below, I represent that I have read and understand this Consent and Release to Use Image or Information and that it is binding on my heirs, executors, and personal representatives. I am 18 years of age or older.

Signature of Person Named Above _____
Date

OR Signature and Printed Name of Authorized Legal Representative _____
Date

<i>For Office Use Only:</i>	Completed by:		
Date of Event: _____ <input type="checkbox"/> Speaker	MR#: <input type="checkbox"/> Patient	R# (Banner): <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student	

Office of Student Affairs

Miscellaneous Information

NAME: (please print) _____

THE WHITE COAT CEREMONY

As members of the Paul L. Foster School of Medicine class of 2028, you will be welcomed into the medical school by the deans, faculty and alumni, and presented with your first white coat in the presence of your family and friends. This is the beginning of a long-standing tradition that is an integral part of orientation week and a vital element in your induction into the community of medicine. We look forward to meeting your families at this year's ceremony.

In preparation for the ceremony, we need to know your coat size. Please indicate your **white coat size** on the chart below. The measurements listed are comparable to your business suit or blazer jacket size. Reference the blazer measurements to help you determine your order size.

White Coat Size: Ladies' Men's

Size	XS <input type="radio"/>	S <input type="radio"/>	M <input type="radio"/>	L <input type="radio"/>	XL <input type="radio"/>	2XL <input type="radio"/>	3XL <input type="radio"/>	4XL <input type="radio"/>	5XL <input type="radio"/>
Ladies' Suit Blazer Size	2-4	6-8	10-12	14-16	18-20				
Men's Suit Blazer Size	30-32	34-36	38-40	42-44	46-48	50-52	54-56	58-60	62-64

Please indicate your **T-shirt size** on the chart below.

T-Shirt Size: Ladies' Men's

Size	XS <input type="radio"/>	S <input type="radio"/>	M <input type="radio"/>	L <input type="radio"/>	XL <input type="radio"/>	2XL <input type="radio"/>	3XL <input type="radio"/>	4XL <input type="radio"/>	5XL <input type="radio"/>
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NAME BADGE

Please write your name as you would like it to appear on your medical school name badge (you are required to wear your name badge any time you are seeing patients while in school). It should include your **first name** (as you would like to be addressed) and **last name**. Please do not include titles; however, you may include a middle initial. NO Nicknames -Space is limited.

(Please print) _____

DIETARY RESTRICTIONS:

During orientation and at various times throughout medical school, lunch will be provided for you. To help us and others plan, please let us know if you are vegetarian or have other dietary restrictions.

MILITARY STATUS

Active Veteran Non-Veteran N/A

BRANCH (if applicable): _____

HPSP SCHOLARSHIP (check if applicable):



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

CONSENT FOR DRUG SCREENING
AUTHORIZATION TO DISCLOSE DRUG TESTING RESULTS

Laboratory/Vendor: Confidential Drug Test (CDT)

Student ID#: School/Program: TTUHSCEP Foster SOM

Student First Name: Student Last Name:

Clinical Site: Expected Rotation Dates:

Deadline to Have Tests Performed:

Send the drug screen results to: student.affairs.plfsom@ttuhsc.edu
(to be completed by the School):

Tests to be Performed (To be completed by the School):

- Substance Abuse Panel 9 (SAP-9) Urine Screen
Substance Abuse Panel 9 (SAP-9) Blood Screen
XX Substance Abuse Panel 10 (SAP-10) Urine Screen
Substance Abuse Panel 10 (SAP-10) Blood Screen
Other:

CONSENT TO DISCLOSURE: A copy of this signed and dated document will constitute consent for the laboratory stated above to release the original results of any drug screen to the persons/entities identified above.

RELEASE OF LIABILITY—PLEASE REVIEW CAREFULLY: I have read, understood and agree to the TTUHSCEP Working with Affiliated Entities-Student Drug Screenings Policy HSCEP OP 77.15. I hereby release TTUHSCEP, its Affiliated Entities, employees, agents, and TTUHSC Board of Regents, both individually and collectively, from any and all liability and/or causes of action for disclosing the information related to the drug screening(s) and for acting based on such information and/or reports. I understand and agree that should any legal action be taken as a result of this policy that confidentiality can no longer be maintained, and I expressly waive any right of confidentiality.

Student Signature Date



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.11B, Health Surveillance Program for TTUHSC El Paso - Immunizations

1. Reference(s):

- Immunization requirements are based on regulations, guidelines and recommendations available:
 - a. Covered individuals must comply with Healthcare Worker Vaccination Recommendations from the CDC
 - b. 25 Texas Administrative Code (TAC) § 97.64 "Required Vaccinations for Students Enrolled in Health-Related and Veterinary Courses in Institutions of Higher Education."
 - c. Texas Education Code.

2. Baseline (preplacement) screening.

- All TTUHSC El Paso New employees, students and volunteers are required to complete an Infection Control Health Screening prior to the individual beginning work or site visits.
- New personnel will be screened at TTUHSC El Paso's Occupational Health Department prior to any patient contact. Preferably, screening should be completed before new employee orientation or during first week of employment. Visitors will be screened prior to start date on campus.
- The department responsible/sponsoring a visitor/student or employee will notify the individual to go to Occupational Health for Infection Control Screening and provide immunization records.
- **Pre-Matriculation Requirements**
All TTUHSC El Paso students (undergraduate and graduate), with the exception of students identified as having no direct patient care, must have received required immunizations with documentation submitted prior to matriculation.

3. Annual Requirements

- Occupational Health will annually during month of hire review and send out a notice to all TTUHSC El Paso employees/students/volunteer with their TB screening tool a notice to update any immunizations.
- Annual Flu vaccine will be offered to all TTUHSC El Paso Employees/Students/Volunteers

4. Waiver of Vaccination Recommendations

- When vaccine/s shortages occur at the national or organizational level, the OH department will prioritize the immunization program towards employees and students performing activities with the highest risk of transmission of infectious diseases.

5. Cost Responsibilities

- Employees and volunteers: titers costs will be borne by the clinical departments. Immunizations costs will be borne by the OH department.
- Students: The cost of all pre-matriculation immunizations/titers will be borne by the student. Cost for completing the Hepatitis B, MMR and Varicella series and updating Td/Tdap will be borne by the Occupational Health Department

- Cost of Flu vaccine will be covered through the Occupational Health Department

6. Immunization/titers Declination

- Covered individuals have the option of declining any or all of the vaccines and/or titers recommended and outlined in this policy through a signed declination form that can be obtained from and submitted to the Occupational Health Department.
- In order to fulfill duties or participate in certain educational courses covered individuals that are assigned by the University to provide care or attend training in affiliated healthcare facilities must comply with immunizations or titers requirements that such facilities may impose following local, state or national regulations.
- **For Students:**
 1. Texas Education Code 51.933 permits students to claim an exclusion from vaccine requirements for reasons of conscience, including religious belief. However, claiming an exemption may prevent a student granted an exclusion from fulfilling course requirements and thus render them unable to progress or to graduate (see 4 below).
 2. Students who are less than 22 years of age on the first day of their first semester at TTUHSC El Paso can claim exclusion from the meningococcal vaccine for reasons of conscience, including religious belief. Students who are 22 years of age or older by the first day of their first semester at TTUHSC El Paso are not required to receive the meningococcal vaccine.
 3. To obtain exclusion from required immunization for reasons of conscience, the student must request an affidavit from the Texas Health and Human Services Commission, have it completed by a physician stating that the student (patient) has been advised of the consequences of not receiving the required immunization(s), and submit it to the OH Department.
 4. Students who are granted exclusions from required vaccinations for reasons of conscience, including religious belief, may not participate in coursework that involves direct patient contact with potential exposure to blood and bodily fluids in educational, medical, or dental care facilities or direct contact with animals or animal remains. This may prevent a student granted an exclusion from fulfilling course requirements and thus render them unable to progress academically or to graduate, because TTUHSC El Paso dental, medical, and nursing course work may require students to be exposed to the above-mentioned exposures. Additionally, it is probable that affiliated entities where students fulfill the clerkships and clinical rounds component of their studies may require a complete vaccination status before students are allowed see patients.
 5. Immunization requirements are not applicable for students who can provide proof of immunity from a laboratory. However, students may not participate in coursework that involves direct patient contact with potential exposure to blood and bodily fluids in educational, medical, or dental care facilities or direct contact with animals or animal remains until the proper laboratory documentation has been submitted and accepted by TTUHSC El Paso.

7. Immunization Program Compliance

- The Office of Occupational Health will monitor compliance with this policy for all covered individuals at TTUHSC El Paso. The applicable supervisors and responsible parties described in this policy will be notified about non-compliant individuals.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.11C, TTUHSC El Paso Health Surveillance Program Tuberculosis Surveillance

1. Reference(s):

- TB surveillance for covered individuals is based on current recommendations of the CDC: Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health-Care Settings

2. Baseline (preplacement) screening and testing.

- All TTUHSC El Paso employees, students, volunteers should have baseline TB screening, including an individual risk assessment, which is necessary for interpreting any test result.

3. New Employee, Student, Volunteer

- New TTUHSC El Paso employees/students/volunteer must complete the TB screening process prior to their start of employment/rotation date or within ten calendar days of employment/school. Supervisors will assure this is completed.
 - a. All new individuals who do not have a documented negative TST during the preceding 12 months must have a two-step. Prior to testing proof of negative TST within preceding 12 months must be provided to Occupational Health. Individuals with a previous history of a positive TST or documentation of adequate treatment or prophylaxis for active TB will not have the TST.
 - b. TST application and interpretation will follow CDC guidelines.

Individuals with a baseline positive TST result should receive one chest radiograph to exclude a diagnosis of TB disease

4. Annual Requirements

- All covered individuals must complete the Tuberculosis Screening Form annually, as per the facility TB Risk Assessment. The Occupational Health Office electronically sends the form to the individual during the month of hire or matriculation. The form must be completed and returned to Occupational Health within the month of receipt.
- LARC employees/students/volunteer will be tested per department protocol. LARC will send Occupational Health list of individuals to be tested prior to TST testing.

5. Post exposure to patients with active tuberculosis

- Individuals or their department will notify the Occupational Health department of the exposure as soon as they aware an exposure has occurred and provide list of all employees/students/physicians with direct contact to the patient.
- Occupational Health will notify affected individuals of need for TST testing and follow-up as applicable.

- Occupational Health will perform TST for individuals who have unprotected exposure to patients with active TB, for baseline with a second test 8-10 weeks after end of exposure. Further testing may be required according to prior TST status.

6. TST Conversion

- Any individual that converts to a positive TB skin test (TST) at the time of new hire or annual screening will be required to obtain a Chest X-Ray.
- All TB skin test converters will be referred to the City of El Paso Department of Public Health for an evaluation. Any follow-up or treatment will be coordinated and documented by the local health department.

7. Cost Responsibilities

- Costs for baseline, annual TB skin tests, and Chest X-Ray will be borne by the Occupational Health Department. Individuals that request an alternative TB testing method will bear the cost of this test.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.12, TTUHSC El Paso Guidelines for Using N-95 Respirators

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide guidance in the voluntary use of N-95 respirators and to promote compliance with U.S. Department of Health and Human Services and Centers for Disease Control and Prevention (CDC) guidelines supporting the use of N-95 respirators for protection from various diseases and conditions.

REVIEW: This HSCEP OP will be reviewed by September 1 of each even-numbered year (ENY) by the director of Safety Services, the chair of the Infection Control Committee, and the Office of Employee Health or designees, with recommendations for revisions forwarded to the dean of the School of Medicine or designee by September 15.

POLICY/PROCEDURE:

I. Administration.

- A. The respirator program administrator (known hereafter as the Administrator) will be responsible for the overall administration of the program under the supervision of the TTUHSC El Paso Infection Control Committee.
- B. Original copies of all records will be forwarded to and be maintained by the Administrator.

II. Recommended Uses.

- A. In some circumstances, the use of N-95 respirators is recommended for the following diseases and conditions:

Airborne Isolation Precautions	Dusts	Sanding Operations
Animal Carcass Handlers	Hantaviruses	Severe Acute Respiratory Syndrome (SARS)
Anthrax	Histoplasmosis	Smallpox
Autopsy Personnel	Influenza A (H5N1)	Terrorist Attacks
Avian Influenza	Measles (Rubeola)	Tuberculosis
Bird Flu	Microbiology Work	Varicella (Chicken Pox)
Blastomycosis	Mold Remediation	Viral Hemorrhagic Fevers (VHF)
Coccidioidmycosis	Monkeypox	Working with Stool Specimens
Dental Health Care Personnel (DHCP)	Pathology Work	Respiratory Secretions Work
	Paint Spray	

- B. N-95 respirators are designed for protection from particulate contaminants, and **are not for use with gases or very small particle sizes**. Following is a list of examples of conditions **where N-95 respirators should not be used**:

Asbestos	High Hazard Levels	Smoke
Chemicals	Lead dust	Solvents
Gases	Silica	Vapors

- C. Consult the manufacturer's recommendations and guidelines for proper use of the specific respirator selected.

III. Applicable Personnel.

- A. Applicable personnel are defined as those who have access to N-95 respirators for the purpose of reducing personal exposure to the diseases and conditions listed above.
- B. This policy applies to the following TTUHSC El Paso personnel, as a minimum
 - 1) All TTUHSC El Paso employees;
 - 2) All TTUHSC EL Paso students working on an academic assignment
 - 3) All TTUHSC El Paso residents;
 - 4) All TTUHSC El Paso volunteers whose duties require associating with or are reasonably anticipated to have contact with any of the above diseases or conditions.
- C. This policy also applies to the following TTUHSC El Paso worksite locations, as a minimum:
 - (1) TTUHSC El Paso facilities, including leased facilities;
 - (2) Hospitals
 - (3) Correctional facilities
- D. Personnel to whom this policy is not applicable include those who are assigned duties where the use of N-95 respirators or the use of other types of respirators or personal protection equipment (PPE) is mandatory, including contractors.

IV. Responsibilities.

- A. Where conditions exist for occupational exposure to the diseases and conditions identified under section 2 above, N-95 respirators should be made available to personnel to reduce the risk of exposure. The department supervisor or administrator should complete Attachment A, Hazard Assessment, and forward as appropriate.
- B. TTUHSC El Paso Safety Services will provide N-95 respirator training and fit testing. Attachment B, Qualitative Fit Test Record, will be used to record fit test results. Personnel receiving this training will be given a copy of the information contained in Attachment C of this HSCEP OP.
- C. Each TTUHSC El Paso department providing N-95 respirators shall provide respirators that are NIOSH certified and suitable for the purpose intended.
- D. TTUHSC El Paso department administrators are responsible for identifying applicable personnel who require access to N-95 respirators in relation to their assigned duties, and directing those personnel to the appropriate administrator/coordinator for training and fit testing.
- E. Coordinators are responsible for insuring that personnel identified by the department administrator are provided appropriate training and fit testing. The coordinator will forward original documentation of training and fit testing to the administrator, for proper documentation in the training system.

- F. The administrator is responsible for maintaining the appropriate training and fit testing records, monitoring respirator use, and evaluating the effectiveness of the program at least annually.
- G. Supervisors and users of N-95 respirators in each applicable TTUHSC El Paso department will be responsible for following this HSCEP OP and guidance provided by the coordinators and administrator.

V. Disclaimer Statement. TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part at any time without the consent of employees.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

Texas Tech University Health Sciences Center El Paso

Information for All Users of N-95 and Other Filtering Facepiece Respirators

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

If any questions should arise concerning selection, storage, care or use of respirators, please contact your department supervisor/administrator, your facility Respiratory Program Coordinator or designee, or the Respiratory Program Administrator or designee.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.05, **Student Leaves of Absence and Suspensions**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to ensure understanding and a standardized approach regarding interruptions in student enrollment. This HSCEP OP applies to all schools of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso, also referred to in this policy as the University).

REVIEW: This HSCEP OP will be reviewed by May 1 every even-numbered year (ENY) by each school's Dean or designee, with recommendations for revisions forwarded to the vice president for academic affairs or designee by May 15.

DEFINITIONS:

Enrollment: Registration in credit bearing course(s) as a student in a school or degree program.

Interruption of enrollment: A temporary break in a student's enrollment and participation in academic activities at the University for a specific period, after which the student may be eligible to re-enroll.

Suspension: A school-imposed interruption in a student's participation in coursework and other curricular activities, including clinical rotations, based on non-fulfillment of academic performance standards or misconduct. A suspension may or may not be associated with an interruption of enrollment depending upon its duration and whether the student is expected to complete the affected academic term as originally enrolled. A suspension does not affect a student's admission status, though that status may be affected by the student's non-compliance with the terms/conditions of the suspension.

Leave of absence (LOA): A school or student-initiated temporary interruption in a student's participation in coursework, including clinical rotations, and other curricular activities. A student – initiated request for a LOA must be approved by the school. A LOA may or may not be associated with an interruption of enrollment depending upon its duration and whether the student is expected to complete the affected academic term as originally enrolled. A LOA does not affect a student's admission status, though that status may be affected by the student's non-compliance with the terms/conditions of the LOA, including failure to return as planned.

A LOA without interruption of enrollment (LOA-NI) may be issued only by the dean of the school in which the student is enrolled, or their designee. A LOA-NI may be granted for health, personal, or professional reasons.

A leave of absence with interruption of enrollment (LOA-IE) may be requested by a student due to compelling personal circumstances or may be imposed by the institution based on academic performance, conduct, health, or safety concerns as defined in the Institutional Student Handbook and/or in the relevant school-level student handbook. In all cases, such decisions shall comply with applicable institutional policies and procedures.

POLICY/PROCEDURE:

1. **Suspension:**

- a. Students may be suspended for non-fulfillment of academic performance standards as

established for the college and degree or certificate program in which they are enrolled.

- b. Students may be suspended for misconduct as outlined in the TTUHSC El Paso Student Handbook: Code of Professional and Academic Conduct.
2. **Performance standards:** Students must meet specific departmental/program performance standards. Individual departments or programs within each school may apply higher academic and performance standards than those established in each school. Each student is responsible for maintaining awareness of the performance and academic standards for the program(s) in which they are enrolled.
 3. **Grading and academic and enrollment status:** Grading standards, grading symbols, grade point scales, GPA determinations, and other considerations regarding the quality of work of students are the prerogative of the faculty of the programs, as are issues of promotion and advancement. Each student is responsible for ongoing awareness of their academic and enrollment status. See also HSCEP OP 59.05.
 4. **Summary suspension:**
 - a. A student may be summarily suspended (i.e., suspended with immediate effect) due to any of the following:
 - i. Misconduct related to possible violations of local, state, or federal law may be subject to a summary suspension, whether or not the alleged violation occurs on University property or in connection with any University-sponsored activity;
 - ii. Misconduct involving physical harm or threat of harm to any person, including any conduct that endangers the health or safety of any person;
 - iii. Behavior that disrupts the normal operation of TTUHSC El Paso, including the ordinary activities of its students, employees, volunteers, or visitors;
 - iv. Conduct that otherwise interferes with, or creates a hostile or intimidating environment for, the expected activities and progression of any TTUHSC El Paso student, employee, volunteer, or visitor; or,
 - v. Egregious violations of the TTUHSC El Paso Student Code of Professional and Academic Conduct, as defined in the Institutional Student Handbook.
 - b. Summary suspensions shall be issued only by the dean of the school in which the student is enrolled (or their designee), or by the assistant vice president for student services. The assistant vice president for student services shall issue summary suspensions only under conditions and terms specified in the Institutional Student Handbook: Code of Professional and Academic Conduct.
 - c. Summary suspensions may be communicated to the affected student verbally (in person, by phone, or video conferencing platform) or in writing (by certified mail and email). The issuing official is responsible for delivering this notification within 24 hours. Subsequently, typically within one week, the student shall be provided with an additional notification outlining the reason for the suspension, the effect of the suspension on their enrollment status and academic transcript, and any stipulations relating to their return or, if indicated, their re-enrollment. This notification shall occur via the student's institutional e-mail account and by registered mail to the student's address on file with the registrar. In addition, this notification shall be copied to the relevant dean, the assistant vice president for student services, the registrar, and the vice president for academic affairs.
 - d. Any substantial changes in the terms of a student's suspension shall result in the issuance of updated notifications as described in paragraph 4.c above.
 - e. The issuing official shall collect all relevant documents, eye witness and corroborative testimony and contact information, and artifacts pertaining to a summary suspension. All documentation, including eye witness and corroborative witness testimony and contact information, and artifacts shall be securely retained by the relevant school as directed by the dean or their designee. All files must be stored and maintained according to University policies and applicable State and Federal laws concerning maintenance and disclosure of

student records, protection of a student's right of privacy, and the disclosure of personal student information.

- f. A student may appeal a summary suspension by sending a letter or email within two business days of their notification to the relevant dean. If no appeal is received within two business days, the suspension shall be considered uncontested. The dean shall have two business days to confirm or retract the suspension. If the suspension is upheld, the student may appeal to the president (or the president's designee) via letter or email within two business days of the decision by the dean (if no appeal is received within two business days, the right to appeal shall be considered waived). The president (or designee) shall have two business days to confirm or retract the suspension, and the president's (or designee's) decision shall be final.
 - g. Following issuance of a summary suspension and the resolution of any appeals under paragraph 4.f above, the university and the relevant school(s) shall initiate formal administrative processes as indicated by their student policies to address the academic and/or conduct issues underlying the suspension. Those processes may modify the terms of the suspension as indicated by their findings and discretion under policy.
5. **Leave of Absence with Interruption of Enrollment (LOA-IE):** A student may request and/or a school may recommend an LOA-IE due to compelling personal circumstances. Students seeking to request an LOA-IE, shall contact the Office of Student Affairs of the school in which they are enrolled.

LOA-IEs refer to, and are limited to students in a program for which continuous enrollment is expected, who have completed a minimum of one academic term of program course work, who are in good academic and conduct standing, and who are compelled to temporarily withdraw due to reasons beyond their control (such as illness, military service, or other personal reasons justifying an interruption of the degree program). The maximum duration of an LOA-IE is typically limited to one year, except when related to a military service obligation. The following restrictions apply:

- a. Students receiving federal financial aid may be subject to restrictions and should contact the Financial Aid Office for applicable enrollment requirements.
 - b. The student must meet with the relevant dean, or their designee, for approval to end their LOA-IE status and re-enroll.
 - c. If a student on a LOA-IE does not re-enroll on or before the end date designated by the School (except if due to military service), then the student shall be considered to have withdrawn and they must be formally re-admitted to be eligible to re-enroll and resume their intended program of study.
 - d. Students subject to an LOA-IE who are participating in clinical rotations shall not take part in any assigned clinical rotation or any other University-sponsored programming while the LOA-IE is in effect.
 - e. A student's eligibility to participate in co-curricular activities, student leadership roles, and other school-sponsored extracurricular activities shall be suspended during an LOA-IE.
6. **Leave of Absence without Interruption in Enrollment (LOA-NI):** LOA-NIs generally apply to situations which are expected to last no longer than one month, and in which the student is expected to complete the affected academic term as originally enrolled. They are administered entirely within the relevant school until or unless the student's status changes to an LOA-IE or suspension (in which case the stipulations related to those situations immediately apply).

7. Administration of de-enrollment and re-enrollment

- a. Each school, in collaboration with the Office of the Registrar (see paragraph 7.b below), shall define program-specific procedures for managing student LOA-IEs and suspensions, including exit ("check-out") and re-entry ("check-in") processes, as well as the notifications and updates required per paragraphs 4.c and 4.d above). These procedures should

address the school-level actions necessary to ensure the integrity and security of their programs, including the notifications of the course directors, other faculty, and staff with a need to know based on a legitimate educational interest under the Family Educational Rights and Privacy Act (FERPA).

- b. The Office of the Registrar shall define the information and procedures required to administer de-enrollments and re-enrollments in the student information system.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.14, **Accessibility and Establishing Accommodation for Students with Disabilities**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the procedures for establishing reasonable accommodation for students with disabilities.

REVIEW: This HSCEP OP will be reviewed by June 1 of odd-numbered years by the Office of General Counsel, and the assistant vice president of student services or his/her designees, with recommendations for revision forwarded to the provost or his/her designee by July 1.

POLICY/PROCEDURE:

I. Background

The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 *et seq.*, as amended) mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services, and benefits derived from them. Title V, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities, and services that are recipients of federal financial assistance. Both the ADA and Section 504 of the Rehabilitation Act are civil rights statutes that prohibit discrimination on the basis of disability and, if applicable, obligate colleges and universities to make certain adjustments and accommodations and offer persons with disabilities the opportunity to participate fully in all institutional programs and activities. TTUHSC El Paso will adhere to and follow federal and state law as it pertains to establishing reasonable accommodations for students with disabilities.

II. Faculty Notice

Faculty members must insert the following statement into each course syllabus:

“TTUHSC El Paso is committed to providing equal access to learning opportunities to students with documented disabilities. To ensure access to this course, and your program, please contact the Academic Success and Accessibility Office (ASAO), to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical setting. Accommodations are not provided retroactively, so students are encouraged to register with the ASAO as soon as possible. Please note: faculty are not allowed to provide classroom accommodations to a student until appropriate verification from ASOA has been provided to the school and disseminated to the appropriate faculty member(s). For additional information, please visit the ASAO website: <https://elpaso.ttuhscc.edu/student-services/office-of-academic-and-disability-support-services/default.aspx>.”

III. Eligibility and Procedures for Establishing Reasonable Accommodations

A. A student must contact and register with the Academic Success and Accessibility Office (ASAO) and file appropriate documentation in order to be eligible for any disability benefits and services described in this operating policy. All documentation must be turned in to ASAO 30 days prior to an exam.

- B. The university-approved mechanism for establishing reasonable accommodation is notification in the form of a Letter of Accommodation (LOA) from ASAO. The LOA indicates to the school detail that the student has provided documentation in support of a disability and that the accommodation(s) noted are considered appropriate and reasonable. The school-level point of contact shares information from the ASAO directly to the faculty members LOA affects in a timely manner. No further proof of disability is required of the student in order for faculty or school to implement the noted accommodations. Students presenting other kinds of verification to faculty should be referred to the ASAO in the Office of Student Services and Student Affairs. Faculty must not provide accommodations prior to completion of the approved university process.
- Each college dean or dean-designee should provide accurate and up-to-date information related to school-level point of contact to the ASAO annually or upon reassignment.
- C. Faculty members should not provide accommodations for a student's disability needs until receipt of the ASAO issued LOA. Ideally, letters of accommodation should be presented to faculty at the beginning of the semester; however, they may be submitted at any time during a semester. If a LOA is presented after a semester begins, the accommodation applies only from the date on the letter forward and is not retroactive. Letters of accommodation must be presented no later than 10 days prior to an exam. If the accommodation(s) are not implemented within one week, the student shall immediately contact ASAO.
- D. Documentation required to initiate review by the ASAO must be provided by a trained and qualified professional by either completing the TTUHSC El Paso Disability Verification Form or a formal letter. Letters must be on letterhead with a date and signature include the following details:
- a diagnostic statement identifying the disability (including the date of diagnosis)
 - severity of the disability (mild/moderate/severe)
 - an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.)
 - specific recommendations for accommodations
 - Examples of trained and qualified professionals by category include:
 - Physical Disabilities
 - ASAO will accept current diagnoses of physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, psychologists, neuropsychologists, audiologists).
 - Learning Disabilities
 - ASAO will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability. The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.
 - Attention Deficit Hyperactivity Disorder (ADHD)
 - ASAO will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists,

or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

- Psychiatric Disabilities
 - ASAO will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists, certified professional counselors). Submitted documentation must demonstrate current functional limitations of the disability.

- E. A list of service providers that conduct assessments, render diagnosis of learning disabilities and/or attention deficit/hyperactivity disorder, and make recommendations for accommodations for students is available in the ASAO. The TTUHSC El Paso Office of Student Services and Student Affairs does not endorse any particular service provider.

Before selecting a qualified professional, the student should ask what his/her credentials are, what experience he/she has had working with adults with learning disabilities and/or attention deficit disorders. If the provided has not previously worked with ASAO the student may forward the "Documentation Requirements for Specific Disabilities" (available on the ASAO website) to ensure proper testing is conducted to be eligible for disability benefits.

After the assessment has been completed, the student should request a written copy of the assessment report and make an appointment to discuss the results and recommendations with the professional. The student should take this opportunity to request additional resources, if needed, and always keep a personal file of all their records.

In order to obtain accommodations at TTUHSC El Paso, a copy of the report, along with an application, should be forwarded to ASAO in the Office of Student Services and Student Affairs. Please allow 10 university working days for process of the application.

- F. ASAO maintains the confidentiality of all medical and ADA information concerning students. These records are securely kept separate from student educational records and are accessible only to authorized personnel.

IV. Student Rights and Responsibilities

Each student receiving services through ASAO has rights and responsibilities related to their accommodations.

RIGHTS:

It is the student's right to disclose the LOA to any and all faculty. The student may not need all accommodations for every class, but any professor that he/she needs an accommodation from **must** have a copy of the LOA.

It is the student's right not to use their LOA for any class during a semester. This does not affect their right to have accommodations again for any subsequent semester.

It is the student's right to request adjustments to their LOA regarding the accommodations for which they are eligible. Additions to an LOA must be supported by appropriate documentation.

It is the student's right to have their disability kept confidential. ASAO does not share information regarding a student's disability with any faculty, staff, parent, or other entity, unless the student has given written permission to do so. In addition, the student is not required to disclose details of their

disability to any faculty or staff outside of what is noted in the LOA.

It is the student's right to have their approved accommodations provided free of charge, as mandated in the ADA.

RESPONSIBILITIES:

It is the student's responsibility to meet qualifications and maintain essential institutional technical standards for courses, services, and activities.

It is the student's responsibility to self-disclose as an individual with a disability and provide supporting documentation when an academic adjustment, auxiliary aid, and/or other service is needed. A completed application and documentation for accommodations must be completed 30 days prior to an exam.

It is the student's responsibility to follow up with each professor during the first week of class, or within one week of receiving the accommodation letter, if it is during the semester, to review the LOA. **The LOA becomes effective on the date it is received by the professor and is not retroactive.**

It is the student's responsibility to report problems with professors who are not allowing accommodations to ASAO. This must be done during the semester the problem is occurring and not after grades have been given for the course. If an accommodation is not implemented within one week, the student should immediately contact ASAO.

It is the student's responsibility to notify ASAO of any changes in their disability status or accommodation needs.

V. Temporary Accommodations

Students who have a short-term disabling condition, often due to injury or surgery, may apply for temporary accommodations for the duration of their functional limitations associated with their disability.

The eligibility process is the same as for permanent disability cases. Students must complete a Temporary Accommodation Application and submit the appropriate documentation with an anticipated end date. The director of ASAO will determine appropriate accommodations.

ASAO will send a Letter of Temporary Accommodations to the school-level point of contact who will forward to the relevant faculty.

VI. Provisional Accommodations

At times, a student may require provisional accommodations. This is a conditional arrangement made on a case-by-case basis and is not an official, approved accommodation. This arrangement is not a substitute for a student with no documentation to receive accommodations, nor is it a replacement for a student whose documentation has been denied.

The following considerations for provisional accommodations are: 1) documentation is provided, even if it may be insufficient information to meet TTUHSC El Paso guidelines that present a diagnosis and substantiates a need for accommodations. Documentation presented at least two weeks before an exam will be eligible for provisional accommodations; 2) the director of ASAO is in the process of reviewing documentation to determine the provision of accommodations; 3) appropriate documentation is in the process of being obtained, including any upcoming evaluation appointments.

Complete documentation must be received within four weeks of receiving provisional

accommodations, or they will be waived. If a student has difficulty in meeting this deadline due to troubles making a testing appointment, they must contact ASAO immediately. ASAO will send a Letter of Provisional Accommodations to the school-level point of contact who forwards to the relevant faculty.

VII. Appeal Process for Denial of Services or Accommodations

Students who wish to appeal a decision made by ASAO must do so in writing by submitting an appeal form located on the ASAO website within 20 days after the receipt of the LOA or notification of denial of services. Appeals are considered by the assistant vice president for student services (AVPSS), or the provost's designee.

VIII. Right to Change Policy

TTUHSC El Paso reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of employees, faculty, or students.

- Attachment A: [Application for Disability Services](#)
- Attachment B: [Verification of Disability Form](#)
- Attachment C: [Application for Disability Services – Provisional](#)
- Attachment D: [Application for Disability Services – Temporary](#)
- Attachment E: [Accommodations Waiver Form](#)
- Attachment F: [Appeals Form](#)



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.15, Working with Affiliated Entities - Student Drug Screens

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) outlines that students enrolled in clinical programs are entrusted with the health, safety and welfare of patients. The safety and welfare of patients cared for by TTUHSC El Paso students is of primary concern in all TTUHSC El Paso clinical programs and its contracted affiliated entities that provide essential clinical experiences for TTUHSC El Paso students. Clinical rotations are an essential component of TTUHSC El Paso programs, and in conjunction with those clinical rotations, TTUHSC El Paso must also satisfy contractual obligations with those contracted affiliated entities, which may include student drug screening before commencement of clinical rotations.

REVIEW: This HSCEP OP will be reviewed by November 1 of each even-numbered year (ENY) by the Office of General Counsel, deans of each school (except the dean of the Graduate School of Biomedical Sciences), and the vice president for academic affairs or designees, with recommendations for revisions forwarded to the president by January 1 of the following year.

POLICY/PROCEDURE:

I. Definitions

Student: For purposes of this policy, the term “student” applies only to students enrolled in the Paul L. Foster School of Medicine (PLFSOM), Woody L. Hunt School of Dental Medicine (WLHSDM), or the Gayle Greve Hunt School of Medicine (GGHSON), who are participating in clinical experiences conducted in a health care setting through an affiliated entity.

Affiliated entity: For the purposes of this policy, “affiliated entity” is defined as a clinical organization and/or facility, such as a hospital, surgical center, outpatient clinic, diagnostic center, or other entity engaged in the direct provision of healthcare and related services. This specifically includes, but is not limited to, a healthcare entity sponsored and/or operated by TTUHSC El Paso, including Texas Tech Physicians El Paso

Medical review officer (MRO): A licensed physician responsible for receiving laboratory results, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s positive test results together with that individual’s medical history and any other relevant biomedical information

Break in enrollment: For the purposes of this policy, a break in enrollment shall be defined as not being enrolled for one full semester.

Positive drug screen: any instance in which a drug screen report shows a positive result for one or more of the drugs included in the screen required by an affiliated entity

Drug screen: The collection and analysis of blood, urine, hair, or saliva to detect the presence of the chemicals and contaminants left behind in the body due to drug use.

II. Background

A. TTUHSC El Paso enters into affiliation agreements with affiliated entities in order to provide clinical experiences for its students.

- B. An affiliated entity may establish more stringent standards for students intending to participate in a clinical rotation at their site(s) than those required by TTUHSC El Paso as part of its admission process. Affiliated entities may require students to, among other things, undergo and satisfactorily pass additional background checks and/or drug screens as a prerequisite to participating in a clinical rotation.
- C. Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in clinical rotations due to a positive drug screen may be unable to fulfill the requirements of a degree program.

III. Clinical Placement

- A. Placements at affiliated entities for clinical rotations will be based on the learning objectives as defined by each program. Determination of unacceptable results of a drug screen will be made by the affiliated entity. Any student placed with an affiliated entity who cannot fulfill the additional background checks and/or drug screens prerequisites of the affiliated entity must discuss the available options with the school's Office of Student Affairs or their designee.
- B. Affiliated entities may conduct their own drug screening. If the student fails the drug test and is consequently denied externship placement, they shall be subject to disciplinary action in accordance with TTUHSC El Paso policies, as well as the policies of the school or program in which they are enrolled.

IV. Responsibility of the School

The student's school shall:

- A. Notify the student of the requirements for any drug screen required by an affiliated entity, including the type(s) of drug screen required, associated deadlines, a list of approved drug screen testing vendors, and a completed authorization form for signature by the student (see Attachment A).
- B. Receive the student's drug screen test results, which shall be maintained in a secure and confidential file separate from the student's primary educational records.
- C. Notify and ensure the affiliated entities that all students have met their drug screening requirements prior to clinical rotations at their facilities.

V. Responsibility of the Student

The student shall:

- A. Pay for the cost of any and all drug screens required by an affiliated entity to which they may be assigned.
- B. Have the opportunity, but not be required, to disclose the use of any substances or prescription medications they believe may result in a positive drug screen. Students who wish to make such disclosures should contact their school's senior academic officer for student affairs or their designee.
- C. Complete the drug screen prior to the deadlines provided by the school and meet the guidelines of the affiliated entity. Failure to complete the drug test prior to the deadlines may result in an additional expense to the student, and/or delay in, or denial of, rotation at the affiliated entity.

- D. Use a drug screen vendor from the designated vendors provided to the student by their school and/or the affiliated entity. Results from a vendor not designated by the school and/or the affiliated entity will not be accepted and the student shall be required to have the drug screens conducted by an approved vendor.
- E. Sign a valid consent and authorization form consenting to the drug screen and authorizing the vendor to report the results to the person designated by the school to receive such results under this policy (see Attachment A).

VI. **Student Refusal to Consent to Drug Screen**

Any student who fails or refuses to consent to a drug screen required by an affiliated entity to which the student has been assigned by their school shall be subject to disciplinary action in accordance with the TTUHSC El Paso Student Handbook/Code of Professional and Academic Conduct, any pertinent school policies, and this institutional policy. Students may be unable to complete the degree/certificate program in which they are enrolled due to the inability to participate in required clinical experiences based on noncompliance with drug screening under this policy, and may be subject to dismissal on that basis.

VII. **Period of Validity – Drug Screen Results**

- A. Unless there is a break in enrollment), or unless otherwise required by an affiliated entity), drug screen test results shall generally be considered valid for the time the student is enrolled in a given degree and/or certificate program within the School unless there is a break in enrollment.
- B. Depending on the number of outside clinical rotations a student may participate in, students may be required to undergo drug screens more than once, depending on the requirements of each affiliated entity to which the student is assigned to meet their learning objectives.

VIII. **Drug Screen Results**

- A. **Diluted Specimen.** Should the vendor report that a drug screen specimen was diluted, precluding an accurate screen, the student will be required to complete a new drug screen.
- B. **Negative Drug Screen Results.** The school that receives the student's drug screen test results may release negative drug screen test results to the student.
- C. **Positive Drug Screen Results**
 - 1) Any student with a positive drug screen will not be placed at any clinical rotation, pending review and outcome of any appeal through the vendor.
 - 2) The student has the right, at their expense, to request an independent review of any positive drug screen by an independent medical review officer provided by the vendor. There may be an additional charge if a review by the medical review officer is requested, and the student is responsible for all costs related to such reviews. If a student pursues a drug screen appeal, the independent medical review officer and vendors must be a SAMHSA accredited/licensed and conduct business in Texas.
 - 3) Any appeal based on a positive drug screen is solely between the student, the medical review officer, and the vendor. The student's school will not become involved in the appeal of a positive drug screen.

- 4) If, after review by the independent medical review officer, there is no valid medical basis that would cause or contribute to the positive drug screen, the test results will stand.
- 5) A student with a positive drug screen will be referred to the school's Office of Student Affairs for disciplinary action in accordance with school's policies and procedures.

IX. Confidentiality of Records

Drug screen reports and all records pertaining to the results are considered confidential information with restricted access to the extent allowed by law.. Faculty and staff who are designated to handle student drug screening reports have a legitimate educational interest in accessing the information contained in education and medical records.

X. Re-admission

- A. Eligibility for re-admission to TTUHSC El Paso of any student who withdraws or is dismissed due to a positive drug screen without medical validation will only be eligible for re-admission to any TTUHSC El Paso program of study in accordance with the re-admission policies of the school(s) and program(s) to which they apply.
- B. If accepted for re-admission, the student must, at their own expense, provide a negative drug test and satisfactory documentation of completion of any remedial action required by the school.

XI. Right to Change Policy.

TTUHSC El Paso reserves the right to change, modify, amend or rescind this policy in whole, or in part at any time.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO

Operating Policy and Procedure

HSCEP OP: 77.22, **Mandatory Student Health Insurance Requirement**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center at El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the health insurance requirement for TTUHSC El Paso students.

REVIEW: This HSCEP OP will be reviewed by November 1 of each odd-numbered years (ONY) by the Assistant Vice President for Student Services and Student Engagement, the Vice President for Academic Affairs, and the Office of General Counsel, with recommendations for revisions forwarded to the Academic Council by January of the following year.

DEFINITIONS:

1. **Student:** The term "student" refers to individuals enrolled in a TTUHSC El Paso degree program.
2. **100% distance program:** The term "100% distance program" means the entirety of the degree program is online, with no face-to-face or onsite, research, or clinical component.
3. **Minimum value and essential health coverage:** The Affordable Care Act-compliant coverage that accepts preexisting conditions and meets the criteria of minimum value and essential health benefits:

Minimum value covers at least 60 percent of the total allowed cost of benefits that are expected to be incurred under the plan.

Essential health benefits include hospitalization, ambulatory services, emergency services, maternity, newborn care, mental health and substance abuse treatment, prescription drugs, lab tests, preventive services, pediatric services, rehabilitative, and "habilitative" services.

BACKGROUND:

1. The safety and welfare of students are of primary concern to TTUHSC El Paso. The purpose of the student health insurance requirement is to ensure all students have minimum value and essential health coverage as defined above.
2. TTUHSC El Paso enters into affiliation agreements with various health care entities, such as hospitals and other facilities, to provide experiential opportunities for students. Many of these facilities require health insurance coverage.
3. TTUHSC El Paso must satisfy contractual obligations with affiliated entities. Hospital or clinic personnel may ask for proof of health insurance coverage at any time.
4. If not covered by health insurance, students may be denied access to clinical experience at the facility's discretion. Clinical rotations are an essential element in health sciences degree program curricula.
5. Students who cannot participate in clinical rotations due to the inability to provide proof of health insurance may be unable to fulfill the requirements of their degree program.

POLICY/PROCEDURE:

- I. Responsibility of the institution:** TTUHSC El Paso shall coordinate with the TTU System Student Health Insurance Program Task Force on the request for proposal (RFP), which determines the student health insurance plan broker and insurance provider. TTUHSC El Paso will notify all students of the student health insurance requirement each semester.
- II. Responsibility of the Student:**
 - A. The cost of the TTUHSC El Paso-sponsored student health insurance plan will be added to the tuition and fee statement of all students each semester at the time of enrollment.
 - B. Students with alternative health coverage (e.g., coverage by a parent, guardian, spouse, or employer) that constitutes minimum value and essential health coverage may submit a waiver request to the appointed health care vendor for review and approval.
 - 1) If a waiver is approved, the student will not be charged for coverage under the TTUHSC El Paso sponsored student health insurance plan.
 - 2) If a waiver request is denied and the student believes the denial is incorrect, then the student may submit a written appeal to the Assistant Vice President for Student Services and Student Engagement (SSSE) or their designee within five (5) business days of confirmation of the denial by the student health insurance plan broker. The appeal must clearly explain the basis of the requested waiver and why the denial is disputed. The TTUHSC El Paso office (SSSE) will work with the student health insurance plan broker to confirm whether or not the waiver denial is correct based on the requirements of this policy, and the outcome of that process, which is final, will be communicated to the student by the Assistant Vice President for SSSE or their designee.
 - C. Students must notify Student Services and Student Engagement (SSSE) within 15-days of a lapse in coverage. Students may notify SSSE by completing the [Student Insurance Lapses Notification Form](#). SSSE will work with the student to identify options for coverage immediately under the university sponsored plan and the student will be responsible for coverage costs. If it is found that a student's coverage has lapsed and they fail to notify SSSE the student may be subject to disciplinary action under the student code of conduct.
- III. Non-compliance with Student Health Insurance Requirement:** Any student who does not comply with the student health insurance requirement shall be subject to disciplinary action, including canceling the student's registration, per the TTUHSC El Paso Student Handbook.
- IV. Provisional Enrollment without Insurance for One Academic Session:** In accordance with Texas Education Code Section 51.952, a student may be provisionally enrolled for up to one academic session without health insurance coverage in order to allow the student time to obtain the coverage.
- V. Right to Change Policy:** TTUHSC El Paso reserves the right to change, modify, amend, or rescind this policy in whole or in part at any time.



Texas Tech University Health Sciences Center El Paso Respirator Fit-Testing and Staff with Facial Hair

TTUHSC El Paso Safety Services provides fit testing services for Texas Tech University Health Sciences El Paso; Faculty, Students, and Staff.

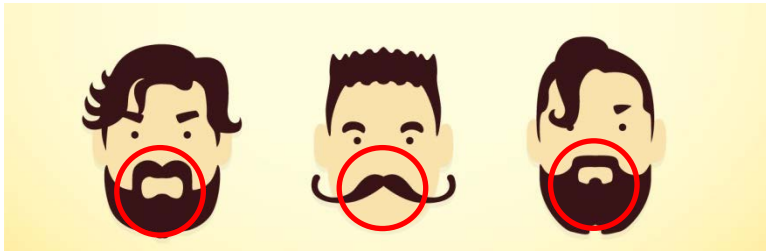
Consistent with OSHA requirements, persons with beards or long sideburns cannot be fit tested due to the inability to get a good facial seal. **OSHA law prohibits those individuals from wearing a tight fitting respirator until the person is clean-shaven and fit-tested.**

Options for staff with facial hair:

- Shave facial hair to be compliant for fit testing and when providing care to airborne precautions patients or when working with aerosolized hazardous drugs.
- Request that your department/unit management purchase a powered air purifying respirator (PAPR) that you can use when you are required to provide care for patients on airborne precautions or when working with aerosolized hazardous drugs. (Information regarding purchase and use of a PAPR is available through TTUHSC El Paso Safety Services.)
- Work with your department/unit management to ensure that you are not scheduled to provide care to patients on airborne precautions or work with aerosolized hazardous drugs, until you are fit tested with a respirator or have been trained to use a PAPR provided by your department.
- Transfer to another unit/department where use of the N95 respirator/fit testing is not required.

RESPIRATOR FIT TESTING FACIAL HAIR GUIDELINES

If there is facial hair anywhere along the red area, it will **prevent the respirator from sealing** against the skin, and will not provide protection against infectious agents.



Edges of respirator create seal against clean-shaven skin. This moustache **does not** interfere with the respirator seal.





TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER El Paso
Operating Policy and Procedure

INFORMATION FROM THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

OSHA Regulation:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=12716

1910.134(g)(1) Facepiece seal protection.

1910.134(g)(1)(i) *The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:*

1910.134(g)(1)(i)(A) *Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function;*

OSHA Interpretation Letter:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=19355

This is in response to your letter [...] regarding the use of respirators.

A copy of the pertinent section of the respirator standard that applies, [29 CFR 1910.134(g)(1)(i-iii)], is enclosed. It states that respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skull cap that projects under the facepiece, or temple pieces on glasses. This regulation does not ban facial hair on respirator users, per se, from the workplace. However, when a respirator must be worn to protect employees from airborne contaminants, it has to fit correctly, and this will require the wearer's face to be clean-shaven where the respirator seals against it.

It does not matter if hair is allowed to grow on other areas of the face, if it does not protrude under the respirator seal, or extend far enough to interfere with the device's function (such as the interference with valve function). Accordingly, short mustaches, sideburns and small goatees that are trimmed so that no hair underlies the seal of the respirator present no hazard and do not violate [29 CFR 1910.134(g)(1)(i)]. In general, however, beards present serious problems of acceptability because their texture and density vary daily, there is no consistency to respirator fit, and there is higher leakage.

OSHA Citation Guidelines

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=2275

1. Facepiece Seal Protection (g)(1):
 - a. Inspection Guidelines - The CSHO should be alert for the presence of facial hair (more than one day's growth) that comes between the sealing surface of the respirator and the face as well as other conditions that could result in facepiece seal leakage or interfere with valve function of tight-fitting respirators, such as the presence of facial scars, the wearing of jewelry, or the use of headgear that projects under the facepiece seal. ...
 - b. Citation Guidelines - CSHO should cite (g)(1)(i)(A) when employees' facial hair comes between the sealing surface of the facepiece and the face or interferes with valve function,...



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 10.20, Criminal Background Checks for Students and Trainees

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a standardized approach to student and trainee background checks for the respective schools and training programs of TTUHSC El Paso. Where Texas licensure boards have specific requirements, they will supersede this OP and will be described in the respective School student handbook.

REVIEW: This HSCEP OP will be reviewed by October of each odd-numbered year (ONY) by the respective deans, the registrar, general counsel, and the Office of Graduate Medical Education, Vice President of Academic Affairs, with recommendations for revision submitted to the president by December 1.

DEFINITIONS:

Admission: Admission occurs when the university formally notifies an applicant that they have met all institutional requirements for entry and may enroll or otherwise participate in the TTUHSC El Paso sponsored educational, training, or research program(s) to which they have applied.

Students: Students are defined as all persons taking courses or enrolled in a degree or certificate program at TTUHSC El Paso. In addition, individuals who have been admitted are considered students under this policy.

Trainees: Trainees are defined as all admittees, enrollees, or appointees in TTUHSC El Paso-sponsored graduate medical education, research, and other educational programs.

Affiliated entities: For the purposes of this policy, affiliated entities are defined as clinical organizations and facilities, such as hospitals, surgical centers, outpatient clinics, diagnostic centers, and other entities engaged in the direct provision of healthcare and related services. This specifically includes, but is not limited to, healthcare entities sponsored and/or operated by TTUHSC El Paso, including Texas Tech Physicians El Paso and Texas Tech Dental Oral Health Clinic.

Criminal background check (CBC): A CBC is defined as a systematic search of public records, such as court records, police reports, and other resources, for evidence of criminal misconduct. The specifications for criminal background checks are determined by the institution, and may include fingerprints and/or other biometric-based investigations. In this regard, criminal background checks, as required by this policy, may require multiple steps and/or vendors depending upon the specific requirements of the student's/trainee's program.

Criminal history record information (CHRI): CHRI refers to information collected about students/trainees by a by local, state, and federal government agencies that consists of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges, and their dispositions specifically including any terms of probation and/or deferred adjudication.

BACKGROUND:

As a state-sponsored academic health sciences center, TTUHSC El Paso intends to prepare

and graduate students and trainees who may qualify for licensure, and possess the character and fitness required of professionals in the healthcare field. Therefore, TTUHSC El Paso requires that all students and trainees undergo and clear a CBC, which assists in the university's evaluation of whether a student or trainee is qualified to participate in research, educational activities, and/or clinical experiences at TTUHSC El Paso and its affiliated entities.

POLICY:

- I. **Requirements for undergoing a CBC:** Upon admission and in order to matriculate, students and trainees must acknowledge that they are required to undergo a CBC as set forth in Attachment A¹ or equivalent language. In addition, CBCs on students/trainees shall be conducted as and when otherwise deemed necessary or required. A break in enrollment, such as with an extended leave of absence or withdrawal, may require an additional CBC, unless specific circumstances indicate otherwise as determined by the dean or their designee.
 - A. Where reference is made to "student(s)," the same shall apply to any other trainee(s) who will participate in patient interactions or clinical training, including, but not limited to, persons who have been admitted to a TTUHSC El Paso school that has a clinical training program, residents in training, or persons from outside TTUHSC El Paso who participate in patient interactions or clinical training in TTUHSC El Paso facilities and its affiliating entities, if applicable. Where the term "trainees" is used, it shall encompass the term "fellows" as well. Where reference is made to "school/s," the same shall apply to graduate medical education (GME) programs. Distance education participants may also be subject to the requirement of CBCs, depending on individual school and licensure requirements.
 - B. Institutions of higher education in Texas are required, no later than one year before the date that applications for admission are first considered, to publish in their catalogs a description of the factors considered by the institution in making admission decisions, including the requirement of undergoing a CBC, and shall make the information available to the public through its handbooks and websites.
 - C. The following TTUHSC El Paso schools require a CBC after admission but prior to the first day of class:
 1. Paul L. Foster School of Medicine
 2. Gayle Greve Hunt School of Nursing
 3. Woody L. Hunt School of Dental Medicine
 4. L. Fredrick Francis Graduate School of Biomedical Sciences
 - D. An additional background check may be conducted at other times as required per section I, paragraph I, or as determined by the dean or their designee of each respective school, or as otherwise required by the president or their administrative designee.
 - E. TTUHSC El Paso students and trainees are subject to the statutory and regulatory requirements imposed by law, requirements for licensure, and the stipulations of its affiliated entities. Students and trainees must meet any and all requirements of any affiliated entities to which they may be assigned, which may be more extensive than stipulated by TTUHSC El Paso. Also, some professional licensure boards specify criminal

¹ TTU System Board of Regents approved the OP formulation and attachments on August 12, 2005

offenses and legal statuses that preclude licensure. As such, some criminal offenses and legal statuses preclude students and trainees from participating in educational activities that may be required to complete their degree program or to become eligible for licensure. Students and trainees thus precluded from program completion and/or licensure are not eligible for matriculation, the continuation of enrollment/training, or graduation. Felonies and misdemeanors constituting “criminal offenses” include, but are not limited to, sexual offenses (i.e., registered sex offenders must disclose this information to the university); homicide or murder; abuse of at-risk populations (e.g., children, elderly, prisoners, patients); possession of child pornography; possession of illegal substances with intent to sell; inclusion on a list of excluded individuals or specially designated nationals; and dishonorable discharge.

- F. Students and trainees are required to consent in writing to undergo a CBC, provide a self-disclosure of past criminal activity if applicable, and authorize the disclosure of that information to TTUHSC El Paso administration during the application process and through the selected CBC vendor or to relevant affiliated entities. In completing the consent and authorization, students and trainees are required to disclose information including, but not limited to, the cities, counties, and countries of all known residences; date of birth; all names and aliases ever used; verification of prior employment, the reason for separation and eligibility for re-hire; verification of academic credentials, etc. (see Attachment B).
 - G. Incomplete cooperation with the CBC process, or unsatisfactory CBC outcomes (per section I, paragraph F), may result in dismissal or withdrawal of acceptance from TTUHSC EP. It is the responsibility of the student or trainee to verifiably resolve any discrepancies in identity and/or address that may be revealed as a result of a CBC (specifically including a “notice of address discrepancy”), and failure to do so shall be considered incomplete cooperation with the CBC process.
 - H. Students and trainees shall self-disclose to their school dean, or their designee, any relevant CHRI no later than five (5) business days following the charge of a crime. If self-disclosure reveals CHRI, the individual shall undergo a contemporaneous CBC, which may include fingerprinting. The report will be made available to the appropriate dean or their designee. Failure of students and trainees to disclose information that is subsequently found on a CBC may result in dismissal or withdrawal of acceptance from the university.
 - I. TTUHSC El Paso, or the relevant school/program, will designate the vendor approved to conduct a student’s or trainee’s CBC. CBCs conducted by any other company will not be accepted unless another vendor is required due to accreditation, the stipulations of an affiliated entity, or licensure-based requirements (in which case, more than one CBC may be required at the institution’s discretion). School specific CBC may include, but are not limited to, CHRI. The Texas Board of Nursing (TXBON) requires DPS/FBI background checks on all nursing students. The designated vendor(s) will issue reports to the relevant school or GME office official, or their designee.
 - J. If a student or trainee undergoes a CBC and CHRI is identified, the dean or their designee will promptly notify the student or trainee. If applicable, students and trainees may also be notified by the vendor, or by the affiliated training site requiring the CBC.
 - K. Admission to TTUHSC El Paso or receipt of a degree from TTUHSC El Paso does not guarantee that a state licensure board will ultimately issue a license to an individual with or without a criminal record.
1. **For the Paul L. Foster School of Medicine, the L. Frederick Francis Graduate School of Biomedical Sciences and the Woody L. Hunt School of Dental Medicine:** When CHRI exists, and pending any challenge by the student relative to the accuracy of the information, the relevant dean or their designee may appoint an

ad hoc committee to review the CHRI. The ad hoc committee may then make a recommendation to the dean or their designee regarding matriculation or continued enrollment/training. Consideration shall be given to the relevance of the conviction or charge; the nature of the educational or training program; documentation of successful rehabilitation as may be required by professional or state licensure boards; and the length of time that has elapsed since the conviction occurred. Any felony or misdemeanor conviction will be noted for the purpose of evaluating student eligibility, character, or fitness for education/training. The dean will make the final decisions regarding the continuation of enrollment/training or revocation of acceptance/admission. Such decisions will be communicated by the dean to the designated senior administrator for student affairs (for enrolled students), the designated senior administrator for admissions (for accepted/admitted students not yet enrolled), or the associate dean for GME (for residents and fellows). For students, the designated senior administrator shall notify the student and the registrar's office of any changes in the student's enrollment status as soon as possible. For residents and fellows, the designated senior administrator shall notify the trainee and the Office of Human Resources of any changes in the trainee's employment status as soon as possible.

2. **For the Gayle Greve Hunt School of Nursing:** Accepted students must undergo a CBC. Clearance decisions are made exclusively by the Texas Board of Nursing (TXBON). Students must receive a "blue card" (indicating clearance) in order to be allowed into a clinical setting. For students who do not receive clearance, the TXBON informs them of the procedures that must be followed in order to receive clearance. Students who do not receive TXBON clearance will be removed from their degree program. The designated senior administrator for admissions (for accepted/admitted students not yet enrolled), or the designated senior administrator student affairs (for enrolled students) shall notify the registrar (or their designee) of any changes in the student's enrollment eligibility as soon as possible.
3. If, based on the outcomes of a CBC, it is determined that the student or trainee is not eligible for enrollment or employment (new or continuing, as relevant), the student or trainee shall be notified promptly by the respective dean, or their designee. If the student or trainee has already matriculated (for students) or been employed (for residents or fellows), they will be entitled to appeal the decision under the applicable academic or employment policies.

II. Management of Student and Trainee CBC data

- A. All CBC reports shall be retained in a secure system by the requesting office. CBC reports will be retained until any appeals are concluded, and subsequently for up to five years from the date of the CBC, or otherwise as legally required (see HSCEP OP 10.09).
- B. CBC findings, specifically including CHRI, shall be managed as privileged and confidential information, and shall be disclosed only to: (1) individuals involved in TTUHSC El Paso admissions decisions; (2) other TTUHSC El Paso personnel who have a legitimate business-related need to know as determined by the dean; (3) as specified in a court order; (4) the designated official(s) of TTUHSC El Paso affiliated entities that require such information as a condition of clinical or educational credentialing; or, (5) as may be specified in written requests by the subject student or trainee.
- C. Release of privileged and confidential information by TTUHSC El Paso personnel, other than described above, may result in disciplinary action as defined in HSCEP OP 70.31 ("Standards of Conduct, Discipline and Separation of Employees"), HSCEP OP 52.09 ("Confidential Information", and the TTUHSC El Paso House Staff Policies and Procedures. The unauthorized use of CHRI is punishable as a misdemeanor or felony

under Texas law, depending on the use.²

III. Amending Policy

TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind any policy in whole or in part.

² Tex. Gov't Code, §411.085.