

Class of 2030

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**
Office of Student Affairs (OSA) by:
May 29, 2026

If you have any questions, PLEASE read the Orientation Handbook you were provided

- 1** Upload Immunization Requirements into [Texas Tech Health Manager System](#)
- 2** Complete the [Community Wide Orientation Module](#) (Send proof to OSA)
- 3** Complete the AHA (No other is acceptable) [Basic Life Support Certification](#) (send to OSA)
- 4** Complete the [Safety Trainings](#) online (Send HIPPA Certificate proof to OSA)
- 5** Complete your Background Check as soon as possible (link in Handbook provided)
- 6** **Fill and send** all Consent & Release forms in this packet (3)
- 7** **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



**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 within 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 outside 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	



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

CONSENT FOR DRUG SCREENING
AUTHORIZATION TO DISCLOSE DRUG TESTING RESULTS

Laboratory/Vendor: _____

Student ID#: _____ School/Program: _____

Student First Name: _____ Student Last Name: _____

Clinical Site: _____ Expected Rotation Dates: _____

Deadline to Have Tests Performed: _____

Send the drug screen results to: _____
(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
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, understand, and agree with HSCEP OP 77.15, Working with Affiliated Entities-Student Drug Screening. I hereby release TTUHSC El Paso, its Affiliated Entities, employees, agents, and Texas Tech University System (TTUS) 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 _____

CRIMINAL BACKGROUND CHECK
NOTICE TO STUDENTS AND TRAINEES

As of August 12, 2005, the Texas Tech University System Board of Regents approved a policy requiring that Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) obtain criminal background checks (CBC) for students and trainees in the various clinical training programs in order to protect healthcare patients. In addition, affiliated institutions which provide training sites to TTUHSC El Paso students and trainees routinely require that programs such as those sponsored by TTUHSC El Paso comply with requirements imposed on their employees by The Joint Commission or similar accrediting standards. Thus, TTUHSC El Paso is not able to place students or trainees at these affiliated institutions unless the students and trainees have undergone a CBC.

The CBC will be used in determining the eligibility, character and fitness of the student or trainee in relation to the educational, training and licensure requirements of their program. The cost for performing any and all CBCs will be the responsibility of the student or trainee. The criminal history record information will be obtained via the student's or trainee's self-disclosure and a CBC conducted by an outside vendor. This confidential information will be provided to TTUHSC El Paso and will be accessible to only those persons with a legitimate need-to-know.

Refusal to consent to a CBC as and when deemed necessary by the respective TTUHSC El Paso sponsored program shall preclude students or trainees from beginning or continuing their education or training at TTUHSC El Paso, i.e., it shall result in the immediate dismissal of those persons already matriculated/enrolled, and will cause TTUHSC El Paso to withdraw its offer of admission to applicants who have not yet matriculated/enrolled.

I have read this document and I understand that I shall be required to undergo a mandatory CBC. I also understand that any determination of ineligibility for clinical training, as determined by the specific educational or training program in which I am enrolled, shall result in my dismissal from that program and from TTUHSC El Paso.

Accepted by:

Signature

Date

Printed Name



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.12, **TTUHSC El Paso Guidelines for medical use of 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 infections environments.

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. , with recommendations for revisions forwarded to the dean of the School of Medicine or designee by September 15.

DEFINITIONS:

Administrator – Safety Services Senior Director responsible for overall program.

Coordinator – Designated staff member responsible for the coordination of the N-95 fit testing.

Supervisor – Staff member responsible for the oversight of designated employees and or staff members.

Visitor – An individual who is on campus for two weeks or less.

POLICY/PROCEDURE:

I. Administration.

- A. The medical respiratory testing program administrator (known hereafter as the Administrator, Senior Safety Services Director) will be responsible for the overall administration of the program under the supervision of the TTUHSC El Paso Infection Control Committee.
- B. Prior to being tested for medical use of an N-95 respirator, please comply with The Office of Occupational Health Medical Evaluation Questionnaire for use of N-95 Respirator.
- C. Original copies of records will be forwarded to the appropriate personnel and maintained as needed by each office.

II. Recommended Uses.

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

Airborne Isolation Precautions
Animal Carcass Handlers

Hantaviruses

Severe Acute Respiratory

Anthrax	Histoplasmosis	Syndrome (SARS)
Autopsy Personnel	Influenza A (H5N1)	Smallpox
Avian Influenza	Measles (Rubeola)	
Bird Flu	Microbiology Work	Tuberculosis
Blastomycosis	Mold Remediation	Varicella (Chicken Pox)
Coccidioidmycosis	Monkeypox	Viral Hemorrhagic Fevers (VHF)
Dental Health Care Personnel (DHCP)	Pathology Work	Working with Stool Specimens
		Respiratory Secretions Work

- B. 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) Medical Clinics, Faculty, Residents, Staff, Students and Visitors
- D. Personnel to whom this policy is 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 will ensure the applicant has completed Attachment A, Respiratory Evaluation Questionnaire, and forward as appropriate.
- B. TTUHSC El Paso Safety Services will provide N-95 respirator instructions during fit testing. Attachment B, Qualitative Fit Test Record, will be used to record fit test results.
- 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,

respiratory evaluation questionnaire and fit testing.

- E. Coordinators are responsible for ensuring that personnel identified by the department administrator have completed the medical evaluation questionnaire, the online training video, then sent to Safety Services for fit testing. The Office of Occupational Health will provide Safety Services documentation of acknowledgment of completion of their medical evaluation to the administrator.
- F. The Office of Occupational Health will maintain all health-related evaluations in the Texas Tech Health Manager system and send out respiratory evaluation questionnaires as needed.
- G. The administrator is responsible for providing instruction on fit testing, monitoring respirator use, and evaluating the effectiveness of the program at least annually.
- H. 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 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

HSCEP OP: 77.22, Mandatory Student Health Insurance Requirement

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 health insurance requirement for TTUHSC El Paso students.

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

POLICY/PROCEDURE:

I. Definitions:

- A. **Student:** The term "student" refers to individuals enrolled in a TTUHSC El Paso degree program.
- B. **100% distance program:** The term "100% distance program" means the entirety of the degree program is online, with no face-to-face or onsite academic, research, or clinical component.
- C. **Minimum value and essential health coverage:** "Affordable Care Act" compliant" is defined as coverage which accepts preexisting conditions and meets the criteria of Minimum Value and Essential Health Benefits:
 - 1. **Minimum Value** covers at least 60 percent of the total allowed cost of benefits that are expected to be incurred under the plan.
 - 2. **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.

II. Background:

- A. The safety and welfare of students is 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.
- B. TTUHSC El Paso enters into affiliation agreements with various health care entities, such as hospitals and other facilities, in order to provide experiential opportunities for students. Many of these facilities require health insurance coverage.
- C. 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.
- D. 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.

- E. 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.

III. 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) process, 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.

IV. Responsibility of the Student:

- A. All students must obtain and maintain health insurance coverage that is Affordable Care Act (ACA) compliant while enrolled at TTUHSC El Paso,
- B. The cost of the TTUHSC El Paso-sponsored student health insurance plan will be added to the tuition and fee statement of all students required to maintain health insurance each semester at the time of enrollment.
- C. 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 through the appointed health care vendor for review and approval.
 - 1. Alternative health insurance has to remain active through the duration of the sponsored student health insurance plan coverage period.
 - 2. If a waiver is approved, the student will not be charged for coverage under the TTUHSC El Paso sponsored student health insurance plan.
 - 3. If a waiver request is denied and the student believes the denial was incorrect, then the student may submit a written appeal to the AVPSSSE 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 student disputes the decision. The Office of Student Services and Student Engagement (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 AVPSSSE or their designee.

Students must notify the Office of SSSE within fifteen (15) days of a lapse in coverage. Students may notify the Office of SSSE by completing the [Student Insurance Lapses Notification Form](#). The Office of 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 the Office of SSSE the student may be subject to disciplinary action under the student code of conduct.

- V. **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. In addition, a student who does not comply with the Student Health Insurance requirement may have a hold placed on their account and not be able to register for the next semester or receive their diploma if graduating.

- VI. 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.

- VII. 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

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, Office of 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 to TTUHSC El Paso 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 of 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 material collected about students/trainees by local, state, and federal government agencies that consists of identifiable descriptions and notations of arrests, detentions, indictments, informations, 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/or trainees who may qualify for licensure. They should 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 [Notice to Students and Trainees, Attachment A](#)¹ 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 affiliated entities, if applicable. Where the term "trainees" is used, it shall encompass the term "fellows" or "residents" 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 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 no later than one year before the date that applications for admission are first considered, 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. 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 those stipulated by TTUHSC El Paso. Also, some professional licensure boards specify criminal 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);

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

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 [Consent for Release of Information Hold Harmless Agreement for Students, Attachment B](#)).
- G. Incomplete cooperation with the CBC process, or unsatisfactory CBC outcomes (per Section I. F.), may result in dismissal or withdrawal of acceptance from TTUHSC El Paso. 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, Records Retention](#)).
- 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, Employee Conduct, Coaching, Corrective Action, and Termination](#), [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 as relevant state and federal legislation changes occur.

² Tex. Gov't Code, §411.085.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.14, **Accessibility and Establishing Accommodations 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 accommodations for students with disabilities.

REVIEW: This HSCEP OP will be reviewed by June 1 of every odd-numbered year (ONY) by the Office of General Counsel and the Assistant Vice President for Student Services and Student Engagement (AVP SSSE) or designee, with recommendations for revision forwarded to the Vice President for Academic Affairs or 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 adheres to these laws and regulations, as well as those of the Texas Commission on Human Rights Act.

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 Accessibility Services 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 Accessibility Services as soon as possible. Please note: faculty are not allowed to provide classroom accommodations to a student until appropriate verification from Accessibility Services has been provided to the school and disseminated to the appropriate faculty member(s). For additional information, please visit the Accessibility Services website: <https://ttuhscep.edu/student-services/accessibility/default.aspx>.

III. Eligibility and Procedures for Establishing Reasonable Accommodations

A. A student must contact and register with Accessibility Services and file appropriate documentation in order to be eligible for any disability benefits and services described in this operating policy. All documentation must be submitted to Accessibility Services 30 days prior to an exam.

- B. Documentation required to initiate review by Accessibility Services must be provided by trained and qualified professionals, evaluators, or institutions. Documentation shall be by either submission of a completed [Verification of Accessibility Form, Attachment A](#) or by a formal letter. Documentation guidelines are available from Accessibility Services. Common sources of documentation are health care providers, psychologists, and diagnosticians who are qualified in the diagnosis of the disability. Documentation may include assessments, reports, and/or letters. Copies of accommodations documentation approved from a previous school(s) such as accommodation agreements/letters can also be included as additional supporting information. Letters submitted for this purpose must be on letterhead with a date and signature, and must include the following details:
1. A diagnostic statement identifying the disability (including the date of diagnosis) and the severity of the disability (mild/moderate/severe).
 2. An assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.).
 3. Any specific recommendations for accommodations.

Guidelines for documenting a disability are included in the [Accessibility Resource Manual](#) provided by Accessibility Services.

- C. A list of service providers who conduct assessments, render diagnoses of learning disabilities and/or related disorders, and who make recommendations for accommodations is available from Accessibility Services. The Office of Student Services and Student Engagement (SSSE) does not endorse any particular service provider.

Before selecting a qualified professional, the student should ask what his/her credentials are and what experience he/she has working with adults with disabilities. If the provider has not previously worked with Accessibility Services, the student may forward the documentation required for specific disabilities to facilitate an appropriate assessment ([see Accessibility Services "Apply for Accommodations" webpage](#)).

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 who conducted the assessment. The student should take this opportunity to request additional resources, if needed, and always keep a personal file of all their records. A digital copy of the assessment report should be attached when submitting the online [Accommodation Request Form](#) to Accessibility Services in the Office of SSSE. Ten (10) business days shall be allowed for the processing of the application by Accessibility Services.

- D. The university-approved mechanism for establishing reasonable accommodation(s) is notification in the form of a Letter of Accommodation (LOA) from Accessibility Services. The LOA indicates to the school 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 contact shares information from Accessibility Services with the faculty members in a timely manner. No further proof of disability shall be required of the student in order for them to receive the approved accommodations. Students presenting other kinds of verification to faculty should be referred to Accessibility Services in the Office of SSSE. Faculty shall not provide accommodations prior to completion of an approved university process (see also section III.E below).

Each school dean or dean-designee shall provide Accessibility Services with accurate and up-to-date information related to their school-level contact annually or upon reassignment.

- E. Faculty members should not provide accommodations for a student's disability until receipt of an LOA issued by Accessibility Services. Ideally, LOAs should be presented to faculty at the beginning of the semester; however, they may be presented at any time. If an LOA is presented after a semester begins, then the specified accommodations apply only from the date on the letter forward and is not retroactive. **The LOA becomes effective on the date it is received by the course director and is not retroactive.** In addition, for accommodations to be provided for an exam, an LOA must be received by the designated school contact and the relevant course director at least 10 days prior to that exam (see section IV. Student Rights and Responsibilities below). Otherwise, if the accommodation(s) are not implemented within seven days, then the student should immediately contact Accessibility Services, and Accessibility Services is to take prompt action to ensure program compliance.
- F. Accessibility Services shall maintain confidential all medical and ADA information concerning students. These records will be securely kept separate from student educational records and accessible only to authorized personnel.

IV. Student Rights and Responsibilities

Each student receiving services through Accessibility Services 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 resume 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. Accessibility Services shall 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 the technical standards established for their proposed program of study, with or without reasonable accommodations.

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 services are 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 course director 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.

It is the student's responsibility to report problems with course directors or faculty who are not allowing accommodations to Accessibility Services. 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 Accessibility Services.

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

V. **Temporary Accommodations**

Students who have a short-term disabling condition, as 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 the online [Accommodation Request Form](#), and submit the appropriate documentation with an anticipated end date. The Manager of Accessibility & Student Advocacy will determine appropriate accommodations.

Accessibility Services will send a Letter of Temporary Accommodations to the school-level point of contact who will inform the relevant faculty.

VI. **Provisional Accommodations**

Students applying for accommodations, but who have yet to complete the process under Section III above, may request provisional accommodations. Provisional accommodations are a conditional arrangement made on a temporary and case-by-case basis. Requesting provisional accommodations is not an alternative process for students with inadequate or no documentation to receive accommodations on a sustained or ongoing basis, nor is it an alternative for a student whose request for accommodations under Section III above has been denied.

A. A student may request provisional accommodations based on preliminary but insufficient documentation, or while awaiting related assessments by a qualified professional or determinations by Accessibility Services in relation to the process outlined under Section III above. Provisional accommodations are conditional arrangements made on a temporary and case-by-case basis and is not an official, approved accommodation.

B. Requirements for consideration of provisional accommodations include:

1. Documentation of a diagnosis and clinical status that substantiate a need for accommodations is provided, though it may be preliminary and insufficient for a final determination regarding reasonable accommodations.
2. In order to be given consideration for provisional accommodations related to an exam, the required documentation must be submitted at least 30 days prior to that exam.
3. The student must demonstrate that they are diligently pursuing the necessary documentation for establishing accommodations under Section III above. Students must complete the online [Accommodation Request Form](#) and submit the documentation to Accessibility Services.

C. Complete documentation per Section III. above must be received by the end of the semester in which the provisional accommodations are provided or the provisional accommodations will be withdrawn. If a student encounters challenges and believes they may be unable to meet this deadline, they should contact Accessibility Services immediately.

- D. If a request for provisional accommodations is approved, Accessibility Services will send a conditional letter of accommodations to the school-level point of contact who will inform the relevant faculty.

VII. Appeal Process for Denial of Services or Accommodations

Students who wish to appeal a decision made by Accessibility Services must do so in writing by submitting an appeal form within 20 days after the receipt of the LOA or notification of denial of services, [Appeals Form, Attachment B](#). Appeals are considered by the AVP SSSE or as otherwise designated by the Vice President for Academic Affairs.

VIII. Waiver of Accommodations

Students may waive their eligibility for approved accommodations by contacting Accessibility Services and submitting an [Accommodations Waiver Form, Attachment C](#).

IX. 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, Verification of Accessibility Form](#)

[Attachment B, Appeals Form](#)

[Attachment C, Accommodations Waiver Form](#)



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.12, **Observation of Religious Holy Day and Requests for Religious Accommodation**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy/Procedure (HSCEP OP) is to create a standardized approach to handling student absence for observance of a religious holy day(s).

REVIEW: This HSCEP OP will be reviewed by November 15 of every odd-numbered year (ONY) by the Assistant Vice President for Student Services and Student Engagement, the office of general counsel, and the Vice President for Academic Affairs or their designees, with recommendations for revision forwarded to the President by December 15.

POLICY/PROCEDURE:

I. Definitions

- A. **Religious Accommodation:** A reasonable adjustment to the academic environment or the application processes that will allow an individual covered under this procedure to practice or otherwise observe a sincerely held religious practice without undue hardship on the University.
- B. **Religious Holy Day:** As defined by Texas statute, a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
- C. **Religious Practice:** Moral or ethical beliefs, whether theistic or non-theistic in nature, as to what is right and wrong which are sincerely held with the strength of traditional religious views. Social, political, or economic philosophies and mere personal preferences are not considered religious beliefs.

II. Religious Holy Day

- A. A student who intends to observe a Religious Holy Day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a Religious Holy Day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
- B. A student who is excused under section 2(a) may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

III. Religious Accommodation

- A. A student who would like to request a Religious Accommodation that does not qualify as a Religious Holy Day, may complete and submit a Request for Reasonable Religious Accommodation form to the Assistant Vice President for Student Services and Student Engagement (AVPSSSE). In some cases, documentation or supporting information regarding the request may be required where bona fide questions regarding the basis for Religious

Accommodation exist.

- B. The AVPSSSE, in reviewing the Religious Accommodation request, should respond in a timely manner. The AVPSSSE will engage in the interactive process with the student requesting the Religious Accommodation, and the department or program, to make a determination as to whether the Religious Accommodation will be provided. The AVPSSSE will inform the student requestor of the Religious Accommodation determination.
- C. Determinations regarding Religious Accommodation requests shall be made on an individualized basis considering the totality of circumstances following the interactive process. As part of the interactive process, the AVPSSSE may analyze the fundamental requirements of the student's academic program and/or related technical standards, essential functions, requirements of the department or program, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

IV. Appeal for Religious Accommodation Request

- A. A student who disagrees with the AVPSSSE's determination of their Religious Accommodation request may appeal in writing to the Vice President for Academic Affairs within five (5) business days of receipt of the written response. Upon receipt of the written appeal, the Vice President for Academic Affairs will review the initial request for Religious Accommodation(s) and the appeal and may ask the AVPSS, the requesting student and other pertinent persons to provide additional information pertaining to the Religious Accommodation request. The decision of the Vice President for Academic Affairs is final.

V. Miscellaneous Provisions

- A. Retaliation of any kind against anyone for observing a Religious Holy Day or requesting a Religious Accommodation is strictly prohibited.
- B. The University may provide interim accommodation(s) while the Religious Accommodation request is being processed or if an approved Religious Accommodation cannot be properly implemented.
- C. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient care responsibilities.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.11A, TTUHSC El Paso Health Surveillance Program Exposure Management

A. Reference(s):

- Guidelines and recommendations available from the Texas Administrative Code (TAC) Rule 96.203, Health and Safety Code Chapter 81, Subchapter H and analogous to OSHA Blood Borne Pathogens Standard.

B. Pre- Exposure Requirements

- All covered individuals should have either received their Hepatitis B series, have a positive Hepatitis titer, and updated documentation of having received a one-time adult dose of Tdap, or have signed respective declinations on file prior to any potential exposure related activities.

C. Post- Exposure Requirements

- Covered individuals will clean the wound, flush eyes or other mucus membranes as applicable immediately after occurrence.
- Individuals shall report the incident promptly to their immediate supervisor, fill out a First Report of Injury form or a Non-Employee Injury/Incident Report form (for students and volunteers) as applicable, and seek immediate evaluation/care. The Icon for injury report is found on all Texas Tech computer desktop label as Occurrence Report. The exposed individual is responsible to report and coordinate all follow-up with the Occupational Health Department (and State Office of Risk Management [SORM] in case of employees).
- Individuals after reporting and completing necessary paperwork will go to the Emergency Room at UMC Main Campus with source patient information.
- Source patient from TTUHSC El Paso Clinics:
 - The patient chart will be reviewed for recent documentation of HIV, HBV, RPR and HCV status. If present, results will be provided to the UMC Emergency Department provider treating the covered individual.
 - If recent results are not available, the source patient will be asked to present to any UMC Laboratory and provided with the completed Source Exposure Lab order and map, Attachment D.
 - Source Exposure Form may also be found at <https://elpaso.ttuhscc.edu/occupationalhealth/default.aspx>
 - The source patient will be notified of the Labs to be drawn and his/her consent documented in the medical record or occurrence report.
 - If the source patient does not consent to testing, the covered individual will be offered testing as "unknown source".

All Texas Tech physician, student, or staff member will be referred to TTUHSC El Paso Office of Occupational Health located in the Basement of the Texas Tech Physicians Clinic 4801 Alberta Ave., Room B04 to follow-up on the exposure and receive follow-up lab orders. Contact number: 915-215-4392

Please refer to **EXPOSURE MATRIX** below, and attached **Exposure Source Patient Lab Order**

Texas Tech Clinics/Schools Exposure	Acute Care Hospitals Exposure
Report immediately to supervisor Fill out Occurrence Report	
Clean wound with soap and water immediately Flush mucous membranes with water/saline. Cover wound with dry dressing if necessary.	
Collect source patient information, provide Lab order and send to closest UMC laboratory.	Collect source patient information if available
Covered individuals will report to the Main Campus UMC Emergency Room within one hour, but at least within two hours of exposure.	<p>If exposure took place at UMC, EPCH or HCA hospitals: present to the respective ED. Identify self as a Texas Tech Physician/Trainee/ Student. The hospital will initiate baseline labs on both exposed individual and source patient</p> <p>If exposure took place at THOP: present to respective ED. Identify self as a Texas Tech Physician/Trainee/ Student. THOP will initiate baseline labs on source patient. The exposed individual will need to have labs drawn at any UMC Outpatient Lab within five days of incident.</p>

Covered individuals will follow-up post exposure with Occupational Health within five days of exposure. Exposure paperwork will be completed during visit and they receive a copy of the Exposure Follow-up Information Sheet.

TTUHSC El Paso Office of Occupational Health: 4801 Alberta Ave, Basement, B04
Call 915-215-4392 To schedule an appointment.
Clinic Hours: Monday - Friday 07:30-11:00, 13:00-15:30

D. Exposure Investigation and Management:

- Treatment and monitoring may be prescribed upon report of a TTUHSC El Paso-related known or possible exposure to potentially infectious material.
- Exposure investigation and appropriate management (if indicated) including, medication, vaccination, blood work, and counseling shall be provided or prescribed to individuals based on standing physician orders and recommendations from the Occupational Health Department or treating Physician.

E. Cost Responsibility

- Employee: Costs will be borne by the SORM Workers Compensation Program or by the clinical department in which the employees are assigned.
- Student: Costs for exposure investigation and post exposure prophylaxis treatment will be billed through the student's insurance and the Screening and Immunization Fee will cover any remaining charges.
- Volunteer Cost of exposure investigation and appropriate management (if indicated) including, medication administration, vaccination, blood work, and counseling shall be paid through the volunteer service program.



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 (OH) 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

- TTUHSC El Paso employee titer cost and vaccinations will be borne by the OH department.
- Volunteers titers costs will be borne by the clinical departments. Immunizations costs will be borne by the OH department.

- Non-tech employee titer cost and vaccinations will be borne by the individual employee.
- 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: 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: 77.19, **Campus Assessment, Response and Evaluation (CARE) Team for Students**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to define the role, responsibilities, and membership of the TTUHSC El Paso CARE Team for students. The CARE Team is an institutional-level team responsible for evaluating reports of disruptive, unsafe or otherwise concerning student behaviors, and coordinating institutional responses to promote student success and campus safety.

REVIEW: This HSCEP OP will be reviewed by November 1 of every even numbered year (ENY) by the vice president for academic affairs (VPAA), the Academic Council, the assistant vice president for Student Services and Student Engagement (AVP-SSSE), and the Chief of Texas Tech El Paso Police Department, with recommendations for revision forwarded to the president by December 1.

POLICY/PROCEDURE:

I. General Policy Oversight

- A. The AVP-SSSE will serve as chair and convene the CARE Team.
- B. The AVP-SSSE and VPAA – or their designee – are authorized to monitor compliance with laws, regulations, Texas Tech University System (TTUS) Board of Regents' Rules, TTUS regulations, and HSCEP OPs applicable to academic affairs and student services policies.
- C. Each TTUHSC El Paso school is responsible for school-based policies and alignment with all applicable laws, regulations, Regents' Rules, and HSCEP OPs.
- D. For the purpose of this policy, "student" is defined as an individual enrolled in any for-credit coursework at TTUHSC El Paso (including students on leave of absence without interruption of enrollment/LOA-NI).

II. Charge

- A. The CARE Team is guided by the values of safety, autonomy, and shared responsibility. Above all, CARE prioritizes the safety of the student and the greater TTUHSC El Paso community. CARE respects the autonomy of TTUHSC El Paso community members and takes actions to intervene in the least intrusive manner as appropriate to the circumstances. Finally, the safety of the TTUHSC El Paso community is a responsibility shared by the CARE Team and all members of the TTUHSC El Paso community.

III. Membership

The TTUHSC El Paso CARE Team is a collaborative, multi-disciplinary team consisting of members from different offices across campus. Membership on the CARE Team is based on position and not individual expertise or experience. In alignment with National Association for Behavioral Intervention and Threat Assessment (NABITA) recommendations, there are four levels of membership on the CARE team, each with varying levels of responsibilities to the CARE team: Core, Inner-circle, and Outer-circle.

CARE Team membership includes:

- A. Chair: The AVP-SSSE will serve as the chairperson of the CARE Team. If a conflict of interest is identified, the VPAA shall name an alternate chair for review of that specific concern, and the AVP-SSSE's participation shall be limited to ensuring compliance with CARE Team policies and procedures.
- B. Core Members: These members attend every CARE meeting (or have a designee attend when unable), have full access to the CARE management database, have means for quick communication to the other core members, and attend emergency CARE meetings.
 - 1. Vice President of Academic Affairs
 - 2. Director of Student Support Services
 - 3. Manager of Accessibility Services (CARE Case Manager)
 - 4. Representative from the Office of General Counsel
 - 5. Chief of Texas Tech El Paso Police Department
- C. Inner Circle Members: These members attend every CARE meeting (or have a designee attend when unable), and have full access to the CARE management database.
 - 1. GGHSON Senior Director of Student Affairs
 - 2. LFFGSBS Managing Director
 - 3. PLFSOM Associate Dean of Student Affairs
 - 4. WLHSDM Associate Dean of Student Affairs
- D. Outer Circle Members (Ex-Officio): These members do not participate in CARE team meetings, but will often serve as consultants to core or inner-circle members during the data-gathering or intervention phases for assistance. They do not have access to the CARE management database. This part of the team includes one representative from each of these offices:
 - 1. Title IX
 - 2. Financial Aid
 - 3. University Registrar
 - 4. Student Engagement and SSSE Operations
 - 5. Safety Services
 - 6. Global Health and Societies
 - 7. Student Business Services
 - 8. Information Technology

IV. Protocol

- A. CARE Team reports and actions are tracked in a centralized, secure database coordinated by the AVP-SSSE. When needed, the CARE Team conducts a threat assessment to identify generalized risk levels for situations and to guide actions.
- B. Common CARE Team actions include, but are not limited to:
 - 1. Coordinated meetings with student(s) and a CARE Team member(s)
 - 2. Referral to student support center counseling services
 - 3. Academic status checks and follow-ups
 - 4. Welfare checks
 - 5. Coordination with TTUHSC El Paso and non-TTUHSC El Paso service providers
 - 6. Strategic resource referrals for the student
 - 7. Required supportive measures and/or interventions when determined to be appropriate based on the documented student behaviors of concern

C. Typical Steps in the CARE Team Process

1. Emergencies: If the reporting party or recipient of a report believes that the individual is in extreme distress or imminent threat of harm to self or others, then the recipient of the report shall immediately call 911 and report the situation.
2. Report of a student concern is received via the online system, phone, or self-referral to a member of SSSE, or a report from a dean, faculty member, or staff to the AVP-SSSE:
 - a. Types of concerns may include, but are not limited to:
 - (1) Health-related emergencies (e.g., general medical or behavioral health hospitalization, EMS alcohol- or drug-related transport, suicide ideation or attempt, self-harm, sexual assault, eating disorder, high risk and/or disruptive behaviors, unexpected death)
 - (2) Criminal activity and law enforcement actions (e.g., homicidal ideation, sexual assault, emergency detention, illegal acts, arrests, indictments)
 - (3) Academic concerns (e.g., absenteeism, curricular nonparticipation or disruptive participation, withdrawal from social group or academic environment)
 - (4) Socioeconomic and/or financial crises
 - (5) Missing student
 - b. Each concern will be evaluated based on the student's ability to function in the academic environment.
 - c. Concerns are tracked in the Office of Student Services & Student Engagement office.
3. CARE Team Meetings
 - a. Monthly CARE Team meetings are convened by the AVP-SSSE. The CARE Team Case Manager prepares the CARE Team agenda.
 - b. Ad hoc CARE team meetings may be convened outside of normal working hours, as needed, to address urgent matters.
 - c. The CARE Team reviews concerns, assesses threats, and identifies relevant information and resources that may be appropriately shared about the student, and may recommend additional responses or further evaluation.
 - d. Crisis intervention resources shall be contacted if such a resource is needed.
 - e. Follow-up actions are identified, and CARE Team members or other resources are assigned to provide support to the student.
4. The CARE Team Case Manager will contact the student and begin to work with them on a plan for support or intervention.
5. Student concern cases remain under active monitoring by the CARE Team until they are closed/archived as resolved.

V. Care Team Considerations

- A. CARE Team assessment, resources and educational interventions are based on observed and documented student behaviors. When indicated, the CARE Team will determine whether a report should be provided to a TTUHSC El Paso Student Conduct Board, the school committee with discipline-specific professionalism oversight, and/or the Texas Tech El Paso Police Department.
- B. In its non-clinical case management capacity, the Care Team operates under [HSCEP OP 77.13, Student Education Records](#), and the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#). These policies define when and who may access student educational records and under what circumstances. There must be an established “legitimate educational interest” before protected information is shared in situations other than health and/or safety emergencies. The CARE Team will respect the privacy of the students and shall notify a student when their educational records have been released or shared.
- C. Incidents/Behaviors Occurring on Non-TTUHSC El Paso premises: The CARE Team can consider reported or observed student behavior at non-TTUHSC El Paso environments in their assessment of a student’s need for support.
- D. All CARE Team members shall complete formal behavioral intervention/CARE training provided by a provider recognized by (NABITA) every two years.



Medical Education Program Policy

Policy Name:	Paul L. Foster School of Medicine Student Mistreatment Policy				
Policy Domain:	Learning Environment	Refers to LCME Element(s):	3.4, 3.5, 3.6		
Approval Authority:	Curriculum and Educational Policy Committee (CEPC)	Adopted:	May 2024	Date Last Reviewed:	
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. Policy Statement:

It is policy of the Texas Tech University Health Sciences Center El Paso (TTUHSCEP) and the Paul L. Foster School of Medicine (PLFSOM) to promote an environment in which all medical professionals can work and learn in an atmosphere of dignity, respect and freedom from mistreatment and discrimination. The FSOM has a responsibility to foster the development of professional and collegial attitudes needed to provide competent and compassionate physicians. TTUHSCEP and PLFSOM have a zero-tolerance policy to mistreatment of medical students.

2. Reason for Policy:

The purpose of this policy is to identify mechanisms for reporting of student mistreatment in the context of routine curricular and co-curricular settings and circumstances; to delineate reporting procedures; to be transparent regarding the institutional response to reports of student mistreatment; and to ensure that no retaliation is experienced by those who report mistreatment in good faith.

3. Who Should Read this Policy?

All PLFSOM medical students and all individuals employed by TTUHSCEP and their clinical affiliates including residents, fellows, and staff working with medical students.

4. Resources:

- Officer and staff of the PLFSOM Office of Student Affairs, and Office of Medical Education.
- The TTUHSCEP counseling services are available if needed. **(915) 215-TALK (8255)** or follow: <https://el Paso.ttuhsc.edu/studentservices/student-support-center/get-connected/default.aspx>
- The Title IX and Non-Discrimination and Anti-Harassment Policy and Complaint Procedure: <https://el Paso.ttuhsc.edu/som/studentaffairs/title-ix-non-title-ix.aspx>
- The Institutional Student Handbook: <https://el Paso.ttuhsc.edu/studentservices/institutional-handbooks.aspx>

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.

5. **Definitions:**

- **Mistreatment:** The TTUHSCEP and PLFSOM define student mistreatment in accordance with the American Association of Medical Colleges definitions:
 - Public belittlement or humiliation
 - Threats of physical harm or actual physical punishment
 - Requirements to perform personal services (e.g., shopping as a personal service for faculty or residents)
 - Being subjected to unwanted sexual advances (Title IX)
 - Being asked for sexual favors in exchange for desired grades or other rewards (Title IX)
 - Being denied opportunities for training because of gender, race, ethnicity or sexual orientation
 - Receiving low grades or negative evaluations because of gender, race, ethnicity, or sexual orientation.
 - Examples of other unacceptable behaviors include, but are not limited to:
 - Loss of civility, such as shouting, displays of temper, or privately abusing.
 - Speaking in disparaging ways about an individual including humor that demeans, an individual or a group.
 - Requesting or requiring students to engage in illegal or inappropriate activities or unethical practices.
 - This policy does not apply to the setting of corrective expectations relating to conduct and/or academic performance, disciplinary action, and/or other administrative guidance as may be issued to a student by a dean, associate dean, assistant dean, and certain institutional officers (including the vice president for academic affairs, the vice president for research, and the assistant vice president for student services and student engagement), or their designees, acting within their established range of authority including course and clerkship directors. Disagreements regarding the appropriateness of any such actions are to be resolved through the administrative oversight associated with the specific circumstances by policy and/or the organization of the relevant office.
 - Student mistreatment may be from different sources. This PLFSOM policy includes all individuals who are employed by TTUHSC or their clinical affiliates, including residents, fellows, and staff working with medical students.
- **Retaliation:** An action taken against an individual in response to, motivated by, or in connection with, an individual's complaint of mistreatment, that knowingly provides misinformation that may sway the complainant's case in the intent to deceive.
 - Examples of retaliation include:
 - Participation in an investigation of a student mistreatment allegation and knowingly providing inaccurate and misleading information with the intent to deceive.
 - Downgrading student grades following an allegation of student mistreatment, providing comments that reflect a negative light on student performance without evidence or cause.

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- Student Mistreatment Investigatory Committee (SMIC): A standing committee consisting of the associate and assistant deans for student affairs and the office of medical education. This committee reports to the Vice President for Academic Affairs or their designee. If any member of the investigatory committee is under investigation, the associate dean for student affairs can appoint a three-person ad hoc committee to investigate.
 - The functions of the committee are to investigate and assess reports of student mistreatment, ensure student safety and well-being, and to give mistreatment reports to the supervisor of the respondent and follow up their recommendations and plans as appropriate, and to track mistreatment reports for trends.
 - Finally, the committee reports back to the complainant with general findings, but not specific recommendations that have been made to the respondent by their supervisor.
 - Detailed reports are given to the dean and the associate dean for medical education. The FSOM classes are notified twice yearly of the general categories or reports and trends of mistreatment by the Office of Student Affairs.

6. **The Policy:**

The TTUHSCEP, PLFSOM is responsible for ensuring a safe, supportive, and professional learning environment and does NOT tolerate mistreatment of its students, by any individual, at any TTUHSCEP and/or PLFSOM educational or training site.

- The Policy and online reporting link will be added to the PLFSOM OSA Website on the student page, faculty page and house staff pages.
- An electronic copy will be provided to all house staff and fellows including visiting residents and students.
- An electronic copy will be given to all current students, and thereafter to entering students at orientation and all future orientations for all students.
- An electronic copy will be distributed at new faculty orientations.
- Department chairs and directors will be responsible for ensuring that the policy is discussed at departmental /division meetings.
- Each course director and clerkship director will be responsible for providing an electronic copy of the policy to their respective teaching faculty and reviewing the policy with students at the start of each course, clerkship or rotations.
- All students, residents, fellows, faculty and staff will receive annual training on identifying and reporting student mistreatment, Title IX and professionalism concerns.
- Anyone who witnesses or experiences student mistreatment at a TTUHSCEP and/or PLFSOM educational or training site is encouraged to report it (although this is not a requirement for Senate Bill 212 mandatory reporting by faculty and staff). Title IX or potential Title IX complaints do require mandatory reporting.
- No individual who reports or complains of mistreatment, or provides information relevant to a mistreatment investigation or proceeding, may be subject to retaliation, as long as the information reported is made in good faith.
- False claims of mistreatment will not be tolerated.

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- A person will be held accountable for making a frivolous or malicious complaint of harassment.
- Individuals providing good faith reports assisting others in raising a complaint of harassment, offering advice, moral support, and/or testimony/documentary evidence in support of a claim of harassment are provided amnesty.
- To report student mistreatment and/or professionalism concerns, individuals may use any of the following resources:
 - The <https://el Paso.ttuhs c.edu/el Paso/student-mistreatment/> website.
 - Students are required to fill out a Student Mistreatment report found online, or they can call the TTUHSC PLFSOM Student Mistreatment Hotline at **915-215-4797**.
 - Any of the following individuals: associate or assistant dean for student affairs, associate or assistant dean of medical education, department chair, residency program director, clerkship program directors, TTUHSCPEP director of human resources, all faculty, and the Title IX coordinator.
 - Any report of mistreatment will be forwarded to the associate dean for student affairs or their designee who will start the process to assess the allegations of student mistreatment. All information will be shared with the Student Mistreatment Investigatory Committee.
- Process, Outcomes, and Reporting
 - Any student, faculty, or staff may provide student mistreatment information via the website or the TTUHSCPEP Student Mistreatment Hotline. Individuals reporting student mistreatment may be anonymous; however, this will potentially lessen the ability to have a thorough investigation.
 - Upon receiving a report of student mistreatment, an online reporting form will be completed (if not already done), respecting the student's or reporter's wishes for anonymity.
 - Student safety and well-being are assessed and resources are given by the recipient of the report or the OSA.
 - The SMIC will investigate reports of mistreatment and ensure such incidents are addressed fairly and without bias.
 - Reports entered into the online reporting form will be uploaded into a database to be used by the Office of Student Affairs to send to the supervisor of the respondent, and to track cases and outcomes. These reports are shared with the associate dean of medical education.
 - If the associate dean for student affairs or the complainant disagrees with the supervisor's response or recommendations, they will discuss with the associate dean for medical education and the vice president for academic affairs for further recommendations such as have the option to develop additional or modified recommendations, referral of a student respondent to the Grading and Promotion Committee or Conduct Board for professionalism concerns, or dismissal of the case, for example.
 - The associate dean for student affairs will document the incident resolution information and provide the reports of the incident outcomes to the dean, or their designee and the associate dean of medical education. and others as appropriate (e.g., department chairs,

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program directors, faculty accused of mistreatment, and/or student complainants and to the class at regularly scheduled check in meetings will report any sensitive or disciplinary information).

- When allegations of mistreatment appear on required student course/clerkship Learning Environment surveys, the Office of Medical Education collates the reports and provides them in tabular form to the dean of students for review and processing.
- Persons found responsible for mistreatment have the right to appeal to the president or their designee in writing within 10 business days of the decision. The president or designee will review the case to ensure that due process has been followed.

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