



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 59.06, **Prioritization, Acceptance, Credentialing, and Monitoring of Visiting Students and Trainees**

**PURPOSE:** The clinical, research, classroom, and other academic activities and resources of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso, also referred to in this policy as “the institution”) are valuable, limited, and entrusted to the institution by the State of Texas to be managed in accordance with state and federal laws and regulations. In addition, these activities and resources frequently involve activities, resources, and settings that are sensitive, secure, and/or confidential. In this context, the purposes of this TTUHSC El Paso operating policy and procedure (HSCEP OP) are:

- To ensure the appropriate monitoring and oversight of all persons participating in TTUHSC El Paso programs
- To ensure appropriate allocation of the institution’s resources in support of its programs and mission

**REVIEW:** This HSCEP OP will be reviewed by March 1 of odd-numbered years (ONY) by the Academic Council with substantive revisions presented to the vice president for academic affairs.

### DEFINITIONS:

**Credentialing:** The process by which the eligibility of a person (in this case, a visiting student or trainee) for particular settings, tasks, or jobs is established by the institution based on the person’s demonstration of specified qualifications and their fulfillment of specified requirements.

**Participation:** For the purposes of this policy, participation refers to any intentional involvement in an educational, instructional, research, and/or training program or activity sponsored by the institution.

**Program:** For the purposes of this policy, a program is a defined and structured set of activities sponsored by the institution and associated with pre-determined goals or objectives (e.g. a course, seminar, conference, practicum, workshop, or tutorial).

**Activity:** For the purposes of this policy, an activity is any experience not freely accessible and available to the general public that occurs within the institution and/or its programs (including institutionally sponsored experiences at affiliated sites).

**Clinical program/activity:** For the purposes of this policy, a clinical program or activity is a program or activity that occurs in actual (non-simulated) clinical settings (such as hospitals, clinics, clinical labs, and other clinical facilities and situations) and/or involving access to actual (non-simulated) clinical records.

**Student:** A person formally enrolled in an academic program sponsored by the institution.

**Trainee:** A person formally enrolled in a training program sponsored by the institution.

**Visiting student/trainee:** A person enrolled in an academic or training program at another institution, who is not seeking a degree from TTUHSC El Paso and who is credentialed by TTUHSC El Paso to participate in a specific program or activity.

## **POLICY/PROCEDURE:**

- I. **Affiliation agreements:** The institutional entity (school, department or office) sponsoring a program or activity for a visiting student or trainee is responsible for ensuring that any required academic affiliation agreements are in place prior to the participation of that individual. Confirmation of appropriate and active affiliation agreements, when required, is a condition of credentialing for every visiting student and trainee. All affiliation agreements are subject to review and approval by the TTUHSC El Paso Office of Contracting Services.
- II. **Institutional responsibility for monitoring and oversight of visiting students and trainees:** It is the policy of TTUHSC El Paso to provide appropriate monitoring and oversight of all students and trainees participating in its programs, including all visiting students and trainees. All student and/or trainee participation in any TTUHSC El Paso sponsored programs or activities, in any setting (clinical, research, classroom, on campus, at an affiliated facility, and/or online), falls within the scope of this policy.
- III. **Faculty responsibility to uphold this policy:** Faculty and staff members do not have authority to approve, allow, or facilitate participation in any TTUHSC El Paso program or activity by any visiting student, trainee, or any other category of person, unless in compliance with this policy. Failure to comply with this policy may result in disciplinary action and/or personal liability.
- IV. **Eligibility for participation in TTUHSC El Paso programs:** Only persons credentialed by TTUHSC El Paso as students or trainees (including visiting students or trainees) are allowed to participate in TTUHSC El Paso programs or activities. No informal or alternative access to the institution's programs or activities is allowed. In all cases, a visiting student or trainee must complete credentialing (i.e. all specified requirements must be fulfilled) prior to participation in any TTUHSC El Paso program or activity, and specific timelines for completion of credentialing may apply.
- V. **Prioritization, acceptance, credentialing, and monitoring of visiting students and trainees:**
  - A. **Administrative authority and oversight:** Authority for the administration and oversight of the priorities and associated processes outlined in Section IV of this policy rests with the vice president for academic affairs of TTUHSC El Paso.
  - B. **Prioritization:** TTUHSC El Paso, via the offices and processes described below, shall prioritize, accept, defer, otherwise qualify, or reject requests for participation in its programs or activities by potential visiting students/trainees based on its assessment of the following:
    1. Institutional mission
    2. Capacity of the institutional learning environment as a whole (per student or trainee type and timing)
    3. Capacity of the program or activity requested by the applicant (per student or trainee type and timing)
    4. Applicant's academic qualifications and suitability
    5. Cost and/or liability of the applicant's participation
  - C. **Credentialing Requirements:** Credentialing requirements for visiting students and trainees shall be established at the program/activity level by the office(s) responsible for credentialing as outlined in Section V.D below. In addition to verification of the visiting student/trainee's academic and/or training status and qualifications, credentialing requirements for visiting

students/trainees shall include all requirements equivalent to TTUHSC El Paso students/trainees.

D. **Acceptance, credentialing, and monitoring:** Acceptance as a visiting student/trainee is conditional upon satisfying credentialing requirements and may be revoked at any point based on non-compliance with credentialing requirements or non-compliance with institutional and/or programmatic expectations related to conduct or performance. All individuals requesting approval and credentialing as a visiting student or trainee, and assignment to a specific TTUHSC El Paso program or activity, must be approved and processed according to their qualifying academic program and level as outlined below:

1. **K-12 pre-health professions outreach programs and activities** (by definition, these are not clinical programs)

Acceptance	<ul style="list-style-type: none"> <li>• <b>For medicine:</b> Interested individuals must apply through the Paul L. Foster School of Medicine (PLFSOM) Office of Admissions Outreach Programs <a href="http://elpaso.ttuhsoc.edu/som/admissions/outreach/">http://elpaso.ttuhsoc.edu/som/admissions/outreach/</a></li> <li>• <b>For nursing:</b> Interested individuals must apply through the Gayle Greve Hunt School of Nursing (GGHSON) Office of Student Affairs.</li> <li>• <b>For dentistry:</b> Interested individuals must apply through the Woody L. Hunt School of Dental Medicine (WLHSDM) Admissions.</li> </ul> <p><b>For research</b> (referring to research-related outreach programs as may be sponsored by the Office of Research, the Francis Graduate School of Biomedical Sciences, the Office of WLHSDM Research, or the PLFSOM Department of Molecular and Translational Medicine): Interested individuals must apply through the sponsoring entity (as listed above for this category).</p>
Credentialing	<p>Credentialing is managed by the following entities:</p> <ul style="list-style-type: none"> <li>• <b>For medicine:</b> the PLFSOM Office of Admissions Outreach Programs</li> <li>• <b>For nursing:</b> the GGHSON Office of Student Affairs</li> <li>• <b>For dentistry:</b> the WLHSDM Office of Clinical Affairs, Admissions, Academic Affairs or Research.</li> <li>• <b>For research</b> (as outlined above): the TTUHSC El Paso Office of Research or their designee.</li> </ul>
Monitoring	<p>Monitoring of compliance with credentialing, and with institutional and programmatic expectations related to conduct and performance, is managed by the following entities:</p> <ul style="list-style-type: none"> <li>• <b>For medicine:</b> the PLFSOM Office of Admissions Outreach Programs</li> <li>• <b>For nursing:</b> the GGHSON Office of Student Affairs</li> <li>• <b>For dentistry:</b> the WLHSDM Office of Admissions</li> <li>• <b>For research</b> (as outlined above): the TTUHSC El Paso Office of Research or their designee.</li> </ul>

2. **Pre-health/health professions undergraduate students**

- **Clinical: Involving strictly limited and supervised access to clinical programs, activities, facilities, or records (for example: pre-health professions undergraduates).**

Acceptance	<ul style="list-style-type: none"> <li>• <b>For medicine:</b> Interested individuals must apply through the PLFSOM Office of Admissions Outreach Programs <a href="http://el Paso.ttuhsu.edu/som/admissions/outreach/">http://el Paso.ttuhsu.edu/som/admissions/outreach/</a></li> <li>• <b>For nursing:</b> Interested individuals must apply through the GGHSN Office of Student Affairs.</li> <li>• <b>For dentistry:</b> Interested individuals must apply through the WLHSDM Admissions with the Office of Clinical Affairs</li> <li>• <b>For research</b> (referring to research-related outreach programs as may be sponsored by the Office of Research, the Francis Graduate School of Biomedical Sciences, or the PLFSOM Department of Molecular and Translational Medicine, or the WLHSDM Office of Research): Interested individuals must apply through the sponsoring entity (as listed above for this category).</li> </ul>
Credentialing	<p>Credentialing is managed by the following entities:</p> <ul style="list-style-type: none"> <li>• <b>For medicine:</b> the PLFSOM Office of Admissions Outreach Programs</li> <li>• <b>For nursing:</b> the GGHSN Office of Student Affairs</li> <li>• <b>For dentistry:</b> the WLHSDM Office of Clinical Affairs</li> <li>• <b>For research</b> (as outlined above): the Office of Admissions (or, if there is no Office of Admissions, the Office of the Dean) for the school under which the program/activity is sponsored. If this refers to the Francis Graduate School of Biomedical Sciences then, due to clinical concerns, credentialing will be processed collaboratively with the PLFSOM or WLHSDM Office of Clinical Affairs.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>• <b>For medicine:</b> Monitoring of compliance with credentialing is the responsibility of the PLFSOM Office of Admissions Outreach Programs. Monitoring of visiting student compliance with institutional and programmatic expectations related to conduct and performance is a responsibility shared by the specific program to which the visiting student is assigned, and the PLFSOM Office of Admissions Outreach Programs.</li> <li>• <b>For nursing:</b> Monitoring of compliance with credentialing is the responsibility of the GGHSN Office of Student Affairs. Monitoring of visiting student compliance with institutional and programmatic expectations related to conduct and performance is a responsibility shared by the specific program to which the visiting student is assigned, and the GGHSN Office of Student Affairs.</li> <li>• <b>For dentistry:</b> Monitoring of compliance with credentialing is the responsibility of the WLHSDM Office of Clinical Affairs. Monitoring of visiting student compliance with institutional and programmatic expectations related to conduct and performance is a responsibility shared by the specific program to which the visiting student is assigned, and the WLHSDM Office of Student Affairs.</li> </ul>

3. **Undergraduate medical education/UME (medical students – MD/DO or equivalent).**

Acceptance	<ul style="list-style-type: none"> <li>Students from Liaison Committee on Medical Education (LCME)-accredited medical schools should apply for specific programs through the Association of American Medical Colleges (AAMC) Visiting Student Learning Opportunities (VSLO) program <a href="https://apps.aamc.org/VSLO/public.html#/find-electives">https://apps.aamc.org/VSLO/public.html#/find-electives</a></li> <li>Through AY2018-19 students from Council on Osteopathic College Accreditation (COCA)-accredited medical schools may also apply through the AAMC VSLO program. After AY2018-19 students from COCA- accredited schools may apply to participate in TTUHSC El Paso programs or activities only if their school has an active academic affiliation agreement with TTUHSC El Paso (in which case they will apply directly to the PLFSOM Office of Student Affairs).</li> </ul>
Credentialing	<ul style="list-style-type: none"> <li>Credentialing is managed by the PLFSOM Office of Student Affairs.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing is the responsibility of the PLFSOM Office of Student Affairs</li> <li>Monitoring of visiting trainee compliance with institutional and programmatic expectations related to conduct and performance is the responsibility of the program to which the visiting student is assigned, with oversight and support by the PLFSOM Office of Student Affairs.</li> </ul>

4. **Undergraduate dental education/UDE (dental students – DMD/DDS or equivalent).**

Acceptance	<ul style="list-style-type: none"> <li>Interested individuals should contact the WLHSDM for information regarding available opportunities and apply for them through the WLHSDM Office of Admissions. Conditional acceptance shall be based on the capacity, pre-requisite credentials, and priorities established for each opportunity.</li> </ul>
Credentialing	<ul style="list-style-type: none"> <li>The credentialing of UDE trainees conditionally accepted by a sponsoring office or department shall be administered by the sponsoring department, with oversight by the WLHSDM Office of Clinical Affairs or Office of Research (or as designated by the dean).</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing is the responsibility of the WLHSDM Office of Clinical or Research Affairs (or as designated by the dean)</li> <li>Monitoring of visiting trainee compliance with institutional and programmatic expectations related to conduct and performance is the responsibility of the program to which the visiting student is assigned, with oversight and support by the WLHSDM Office of Academic Affairs (or as designated by the dean).</li> </ul>

5. **Graduate medical education/GME (all MD/DO, or equivalent, clinical residents, fellows – excluding those engaging in continuing medical education/CME programs).**

Acceptance	<ul style="list-style-type: none"> <li>Interested individuals should contact the relevant clinical department(s) for information regarding available opportunities and apply for them through the sponsoring department. Conditional acceptance shall be based on the capacity, pre-requisite credentials, and priorities established for each opportunity</li> <li>The sponsoring department is responsible for ensuring that an appropriate affiliation agreement between TTUHSC El Paso and the visiting trainee's institution is active prior to the accepted trainee's participation</li> </ul>
Credentialing	<ul style="list-style-type: none"> <li>The credentialing of GME trainees conditionally accepted by sponsoring departments shall be administered by the sponsoring department, with oversight by the Office of Graduate Medical Education.</li> <li>Credentialing must be completed (i.e. all requirements fulfilled) at least 30 days prior to participation.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing is the responsibility of the PLFSOM Office of Graduate Medical Education.</li> <li>Monitoring of visiting trainee compliance with institutional and programmatic expectations related to conduct and performance is the responsibility of the sponsoring department, with oversight and support by the PLFSOM Office of Graduate Medical Education.</li> </ul>

6. **Graduate dental education/GDE (all DMD/DDS, or equivalent, clinical residents, fellows, and post-graduate dentists – excluding those engaging in continuing dental education/CDE programs)**

Acceptance	<ul style="list-style-type: none"> <li>Interested individuals should contact the WLHSDM for information regarding available opportunities and apply for them through the WLHSDM Office of Admissions. Conditional acceptance shall be based on the capacity, pre-requisite credentials, and priorities established for each opportunity.</li> <li>The sponsoring program is responsible for ensuring that an appropriate affiliation agreement between TTUHSC El Paso and the visiting trainee's institution is active prior to the accepted trainee's participation.</li> </ul>
Credentialing	<ul style="list-style-type: none"> <li>The credentialing of GDE trainees conditionally accepted by sponsoring program shall be administered by the sponsoring program, with oversight by the WLHSDM Office of Research or Clinical Affairs (or as designated by the dean).</li> <li>Credentialing must be completed (i.e. all requirements fulfilled) at least 30 days prior to participation.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing is the responsibility of the WLHSDM Office of Clinical Affairs or the Office of Research (or as designated by the dean)</li> <li>Monitoring of visiting trainee compliance with institutional and programmatic expectations related to conduct and performance is the responsibility of the sponsoring program, with oversight and support by the WLHSDM Office of Academic Affairs.</li> </ul>

7. **Undergraduate (pre-baccalaureate) students and non-physician/non-dentist graduate students, post-graduate trainees, and clinical vocational program trainees**

- a) **Non-clinical:** Involving non-physician students or trainees who do not require access to clinical programs, activities, facilities, or records.

Acceptance	<ul style="list-style-type: none"> <li>Interested individuals must apply through the TTUHSC El Paso office or department acting as the program/activity sponsor. Conditional acceptance shall be based on the capacity, pre-requisite credentials, and priorities established for each opportunity</li> </ul>
Credentialing	<p><b>Visiting students/trainees engaging in programs/activities primarily sponsored by the TTUHSC El Paso Office of Research, the Francis Graduate School of Biomedical Sciences, and/or the PLFSOM or WLHSDM Department of Molecular and Translational Medicine:</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in research programs/activities shall be managed or designated by the TTUHSC El Paso Office of Research</li> </ul> <p><b>Visiting students/trainees engaging in programs/activities primarily sponsored by the GGHSOM:</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in GGHSOM programs/activities (other than access to clinical programs, activities or facilities) shall be managed by the GGHSOM Office of Student Affairs</li> </ul> <p><b>Visiting students/trainees engaging in programs/activities primarily sponsored by the WLHSDM:</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in WLHSDM programs/activities (other than access to clinical programs, activities or facilities not specifically limited to dental practice settings) shall be managed by the WLHSDM Office of Student Affairs</li> </ul> <p><b>Visiting students/trainees in this general category engaging in programs/activities not directly affiliated with a TTUHSC El Paso School or Office (for example, programs or activities related to pharmacy, public health, allied health professions, or other clinical vocations for which TTUHSC El Paso does not sponsor academic degree or professional certification programs):</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in such programs, as may occur through academic affiliation agreements with other institutions, shall be managed by the PLFSOM or WLHSDM Office of Student Affairs (or other office with central responsibility for credentialing under this policy as may be designated by the vice president for academic affairs )</li> </ul>

Monitoring	<ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing (specifically excluding credentialing related to access to clinical programs, activities or facilities as this section relates to visiting students/trainees engaging in non-clinical programs/activities) is the responsibility of the program to which the visiting student is assigned, with oversight and support by the sponsoring school or office</li> <li>Monitoring of visiting student/trainee compliance with institutional and programmatic expectations related to conduct and performance is the responsibility of the program to which the visiting student is assigned, with oversight and support by the sponsoring school or office</li> </ul>
Acceptance	<ul style="list-style-type: none"> <li>Interested individuals must apply through the TTUHSC El Paso office or department acting as the program/activity sponsor. Conditional acceptance shall be based on the capacity, pre-requisite credentials, and priorities established for each opportunity</li> </ul>
Credentialing	<p><b>Visiting students/trainees engaging in programs/activities primarily sponsored by the TTUHSC El Paso Office of Research, the Francis Graduate School of Biomedical Sciences, and/or the PLFSOM or WLHSDM Department of Molecular and Translational Medicine:</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in research programs/activities shall be managed or designated by the TTUHSC El Paso Office of Research</li> </ul> <p><b>Visiting students/trainees engaging in programs/activities primarily sponsored by the GGHSON:</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in GGHSON programs/activities (other than access to clinical programs, activities or facilities) shall be managed by the GGHSON Office of Student Affairs</li> </ul> <p><b>Visiting students/trainees engaging in programs/activities primarily sponsored by the WLHSDM:</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in WLHSDM programs/activities (other than access to clinical programs, activities or facilities not specifically limited to dental practice settings) shall be managed by the WLHSDM Office of Student Affairs</li> </ul> <p><b>Visiting students/trainees in this general category engaging in programs/activities not directly affiliated with a TTUHSC El Paso School or Office (for example, programs or activities related to pharmacy, public health, allied health professions, or other clinical vocations for which TTUHSC El Paso does not sponsor academic degree or professional certification programs):</b></p> <ul style="list-style-type: none"> <li>Credentialing related to participation in such programs, as may occur through academic affiliation agreements with other institutions, shall be managed by the PLFSOM or WLHSDM Office of Student Affairs (or other office with central responsibility for credentialing under this policy as may be designated by the vice president for academic affairs )</li> </ul>



Monitoring	<ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing (specifically excluding credentialing related to access to clinical programs, activities or facilities as this section relates to visiting students/trainees engaging in non-clinical programs/activities) is the responsibility of the program to which the visiting student is assigned, with oversight and support by the sponsoring school or office</li> <li>Monitoring of visiting student/trainee compliance with institutional and programmatic expectations related to conduct and performance is the responsibility of the program to which the visiting student is assigned, with oversight and support by the sponsoring school or office</li> </ul>
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b) **Clinical:** Involving non-physicians/non-dentists requiring access to clinical programs, activities, facilities, or records.

Acceptance	<p><b>Same as per Section V.D.5 above plus:</b></p> <ul style="list-style-type: none"> <li>Offices and departments sponsoring programs/activities for visiting students/trainees are expected to engage with the affected clinical programs, activities and/or services, and the office(s) managing credentialing, to establish the preliminary capacity for these programs/activities <u>before</u> their conditional acceptance of visiting students/trainees.</li> <li>Access to clinical programs, activities or facilities is subject to approval by the clinical services affected by the proposed program/activity and by, for medicine, the PLFSOM Office of Student Affairs, or, for dentistry, the WLHSDM Office of Clinical Affairs (see below and Section IV.B).</li> <li>Any conflicts related to capacity and/or priorities that result from the processes outlined above shall be referred to the vice president for academic affairs.</li> </ul>
Credentialing	<p><b>Same as per Section V.D.5 above plus (for all categories):</b></p> <ul style="list-style-type: none"> <li>Credentialing related to access to clinical programs, activities or facilities (other than those specifically limited to the practice of dentistry) shall be managed by, for medicine, the PLFSOM Office of Student Affairs, or, for dentistry, the WLHSDM Office of Clinical and Student Affairs.</li> </ul>
Monitoring	<p><b>Same as per Section V.D.5 above plus:</b></p> <ul style="list-style-type: none"> <li>Monitoring of compliance with credentialing related to access to clinical programs, activities or facilities is the responsibility of, for medicine, the PLFSOM Office of Student Affairs, or, for dentistry, the WLHSDM Office of Clinical Affairs.</li> </ul>

E. **Agreements and/or processes may be required:** Additional agreements and/or processes may be required for visiting students or trainees to participate in certain programs or activities (for example, programs providing a stipend or other compensation, involving travel, or involving special settings or resources). These agreements are subject to review and approval by the TTUHSC El Paso Office of Contracting Services.