



**TEXAS TECH UNIVERSITY HEALTH SCIENCES EL PASO (TTUHSCEP  
PAUL L. FOSTER SCHOOL OF MEDICINE (PLFSOM)  
HOUSE STAFF ASSOCIATION (HSA)  
BYLAWS**

**I. HOUSE STAFF ASSOCIATION PURPOSE**

- a. To serve as the TTUHSCEP PLFSOM advocates for residents and fellows from the Alberta and Transmountain campuses.
- b. To provide an open forum that allows residents and fellows to communicate and exchange information on their educational and work environment and to promote the well-being, interests, and education of the House Staff.
- c. To serve as a bridge between residents and the institution to voice concerns that cannot be resolved within the individual training program and provide feedback without fear of intimidation or retaliation in a confidential manner.
- d. To advise the institutional leadership on potential solutions or areas in need of improvement.

**II. HOUSE STAFF ASSOCIATION MEMBERSHIP**

- a. Every resident and fellow is considered a member of the House Staff Association.

**III. HOUSE STAFF ASSOCIATION COMMITTEE (HSAC)**

- a. The HSAC is composed of resident/fellow representatives from each training program and they are considered the voting members.
- b. The House Staff Association Officers are the leadership group of the HSAC.
- c. The HSAC is the peer-selected group of residents and fellows that represent the interest of each training program.
- d. The HSAC can invite ex-officio members as deemed appropriate.

**IV. HSAC MEETINGS**

- a. HSAC meetings shall be held monthly prior to the Graduate Medical Education Committee (GMEC) meeting.
- b. HSAC program representatives shall attend the monthly HSAC meetings or send a representative in their place.
- c. A quorum should be constituted by the presence of at least 50% of the voting members.
- d. Parliamentary procedure should be followed for all meetings.
- e. HSAC minutes will be taken by the GME office for the open session only.



V. **HSAC OFFICERS**

a. **President:**

- i. Shall preside as the Chair of the HSAC or send a HSAC Officer as a representative.
- ii. To avoid conflict of interest with regard to chairing the HSAC and to address issues related to the President's department, there should be another representative from a different department as the HSA President.
- iii. Shall fulfill the responsibilities and temporarily cover any vacant officer positions and delegate or hold a special election to appoint personnel as soon as possible.
- iv. Shall be responsible for preparing the monthly HSAC Agenda.
- v. Shall attend as a voting member at the monthly GMEC meetings.
- vi. Shall be responsible for presenting house staff concerns, requests or other items at University Medical Center (UMC) Medical Executive Committee (MEC).
- vii. Shall attend monthly GMEC, UMC-MEC, UMC-MSPI and EP County Medical Society monthly meetings or send a HSA Officer as representative.
- viii. Shall oversee appointment of residents/fellows to committees at Texas Tech University Health Sciences Center El Paso (TTUHSCEP), University Medical Center (UMC), El Paso Children's Hospital (EPCH), The Hospitals of Providence (THOP) committees and any other relevant committees at other institutions.
- ix. Shall be given access to the HSAC email and disseminate messages as appropriate

b. **Vice-President:**

- i. Shall take the place of the President if he/she is not available to fulfill responsibilities.
- ii. Shall be responsible for attending meetings if assigned officer is unable to attend
- iii. Will follow up on HSAC pending items and report to HSAC President
- iv. May assist with checking the HSAC email routinely.

c. **Resident Liaison**

- i. This officer is the primary contact individual for resident concerns
- ii. Shall be responsible for attending meetings if assigned officer is unable to attend
- iii. Report concerns to the House Staff Association President at the HSAC monthly meetings
- iv. Resident liaison will attend resident call room inspections (walk-throughs) or send a HSAC Officer or representative in the event the Resident Liaison is unable to attend.



- v. Schedule walk-through dates with different specialties Emergency Medicine, Family Medicine, Internal Medicine, Neurology, OBGYN, Pediatrics, Psychiatry, and Surgery.
- vi. Follow up on pending items after each walk-through and report status at the HSAC and GMEC meetings
- vii. Shall assign a representative for the El Paso Psychiatric Center (EPPC) walk-through
- d. **HSA Compliance Officer**
  - i. Shall be responsible for ballot and vote counting, as applicable
  - ii. Shall oversee recruitment to committees and HSAC Representatives
  - iii. **Shall assist with monitoring surveys sent to the house staff**
  - iv. Shall be responsible for attending meetings if assigned officer is unable to attend
- e. **Communications Officer**
  - i. Shall organize HSAC news and announcements through the TTUHSCEP House Staff Association website and social media
  - ii. Shall assist the President in preparing messages to be emailed to the HSAC
  - iii. Shall prepare presentations for the Resident Forums, Annual Incoming Trainee Welcome Event, and any other meetings or forms of communication for house staff
  - iv. Shall be responsible for attending meetings if assigned officer is unable to attend
- f. **Spousal Support Officer(s)**
  - i. Shall be the point of contact for the spousal support group.
  - ii. Shall be responsible for organizing support events
  - iii. Shall provide resources (i.e: Day Care and things to do around El Paso)
  - iv. Shall be responsible for attending meetings if assigned officer is unable to attend
- g. **Wellness Officer**
  - i. Shall lead the coordination of the Annual Fall and Spring Events.
  - ii. Shall search and plan for activities to promote wellness among residents
  - iii. Shall be responsible for attending meetings if assigned officer is unable to attend



**VI. HSAC SUBCOMMITTEES**

**a. HSAC IT Subcommittee**

- i. Shall be led by one of the HSAC officers
- ii. Shall address resident related IT issues
- iii. Will be responsible for providing updates on pending items to the HSAC

**b. HSAC CLER Subcommittee**

- i. Shall be led by one of the HSAC officers
- ii. Shall address and provide updates on items from the CLER report to the HSAC

**VII. TERMS AND ELECTIONS**

- a. House Staff Association Committee Officers will be selected amongst current and prospective representatives.
- b. Officers and Representatives may serve consecutive terms.
- c. Chief Residents from each department may nominate representatives from their respective departments annually.
- d. The HSAC President will begin discussions for nominations of new HSAC officers at the **March** HSAC meeting.
- e. Announcement of the new HSAC **Officers** will take place at the **April/May** meeting.
- f. Announcement of the new HSAC **Representatives** will take place at the HSAC **May** meeting.
- g. Terms of office shall be for one academic year, beginning July 1<sup>st</sup> of each year.

**FINANCIAL SUPPORT**

- a. Finances, which includes the GME Fund for Excellence shall be handled by the GME Office.
- b. Finances shall be subject to independent audit as determined by the Associate Dean of Graduate Medical Education.
- c. Expenditures less than \$500 may be approved by the HSAC President.
- d. Expenditures of more than \$500 will be subject to a majority approval by the HSAC.
- e. Financial activities shall comply with institutional policies.

**IX. AMENDMENTS**

- a. Amendments to the bylaws shall be subject to majority approval by the House Staff Association Committee.