

## SECTION V. EDUCATIONAL RESOURCES

### Narrative Data and Tables

**ER-1. The LCME must be notified of any substantial change in the number of students enrolled or in the resources of the institution, including the faculty, physical facilities or the budget.**

Using the number of students who will be admitted in the charter class as a baseline, describe any plans for incremental increases in entering class size and the timetable for class expansion.

#### **Enrollment**

The Texas Tech University Health Sciences Center El Paso School of Medicine (TTUHSC-EPSON) plans to admit 40 students to its charter class to be seated in August 2009. We will then expand the entering class size by 20 students for each of the next two years until the entering class reaches 80 students, which is the full class size called for in plans for the new medical school. Medical education facilities have been designed for a class of that size, including some relief space for graduate students and medical students in an extended curriculum. If TTUHSC-EPSON seats its first class of 40 students in 2009, it will reach its planned admission capacity in 2011, will graduate its first class in the spring of 2013, and will reach its full capacity of 320 students in 2014.

In the meantime, the El Paso faculty, with adjunct appointments in the existing TTUHSC School of Medicine in Lubbock, will continue to provide clinical education for third- and fourth-year students from the Lubbock program, incrementally reducing this responsibility until the last class from Lubbock is on campus in 2011–2012. When the El Paso school admits its charter class, the existing School of Medicine will reduce its class size from the current enrollment of 140 students per class to 120 students per class. These students will be assigned to third- and fourth-year clinical experiences in Amarillo, Lubbock, and Odessa as El Paso is phased out as a clinical site for the existing medical school. A transition plan for these changes has been developed and is described in the background information provided in Section I, Institutional Setting.

#### **Planned Enrollment in the New (El Paso) and Existing (Lubbock) Schools**

<i>ACADEMIC YEAR:</i>		<i>2008–09</i>	<i>2009–10</i>	<i>2010–11</i>	<i>2011–12</i>	<i>2012–13</i>	<i>2013–14</i>	<i>2014–15</i>
<b>El Paso</b>	1 <sup>st</sup> Yr	-	40	60	80	80	80	80
	2 <sup>nd</sup> Yr	-	-	40	60	80	80	80
	3 <sup>rd</sup> Yr	60*	60*	60*	40	60	80	80
	4 <sup>th</sup> Yr	60*	60*	60*	60*	40	60	80
	<b>Total</b>	<b>120</b>	<b>160</b>	<b>220</b>	<b>240</b>	<b>260</b>	<b>300</b>	<b>320</b>
<b>Lubbock</b>	1 <sup>st</sup> Yr	140	120	120	120	120	120	120
	2 <sup>nd</sup> Yr	140	140	120	120	120	120	120
	3 <sup>rd</sup> Yr	80	80	80	120	120	120	120
	4 <sup>th</sup> Yr	80	80	80	80	120	120	120
	<b>Total</b>	<b>300</b>	<b>300</b>	<b>280</b>	<b>320</b>	<b>480</b>	<b>480</b>	<b>480</b>
<b>Grand Total</b>		<b>420</b>	<b>460</b>	<b>500</b>	<b>560</b>	<b>740</b>	<b>780</b>	<b>800</b>

\* Students from the existing program based in Lubbock

### **Faculty Strength**

Currently TTUHSC-EPSOM has 148 full-time faculty members and 17 part-time faculty members in eleven clinical departments. With currently available funds, recruitment of additional full-time faculty has begun. The goal is to increase the number of faculty members who will be actively engaged in medical student instruction, especially during the first two years. Accordingly, we will focus on recruiting additional faculty members in the primary care disciplines—including emergency medicine, family medicine, and internal medicine—as well as sub-specialists in key disciplines within internal medicine and pediatrics. The goal is to expand the clinical faculty by at least 20 members before the first class is seated.

Recruitment of basic science faculty follows a step-wise strategy. Presently there are 9 full-time basic science faculty members. Initially, we are recruiting administrative leaders to head the medical education and research elements of the basic science disciplines. These individuals will be responsible for directing basic science involvement in the curriculum and for recruiting additional faculty who will provide education planning, teaching services, and development of research activities. The goal is to develop a basic science faculty of 45 members before the first class is seated.

Practicing physicians in the El Paso community have expressed an interest in teaching medical students. We currently use volunteer faculty members in several areas, and we intend to recruit additional volunteer faculty members based upon their interest, demonstrated and potential teaching skills, credentials, and ability to give time to the endeavor. We will provide a program of faculty development for these individuals through our Office of Faculty Development. The program will include an overview of teaching methods, current theories of adult learning, student evaluation, and federal guidelines concerning student confidentiality, counseling and advisement, and accommodation for disability. The goal is to identify 11 additional volunteer faculty members within the disciplines of Family Medicine, Internal Medicine, Pediatrics, and Surgery.

### **Clinical Affiliations**

TTUHSC-EPSOM maintains active clinical affiliations with several entities in the El Paso metropolitan area. These affiliation agreements are made between the Health Sciences Center and the affiliating agency. Thus, these agreements will remain in effect, and we will reaffirm the agreements with establishment of the new school. During the first year of the curriculum, we do not plan to use any clinical training sites outside of our own clinics. We will, however, continue to use our affiliated clinical training sites for the third- and fourth-year students who are assigned to the El Paso campus from the existing medical school in Lubbock.

The major teaching hospital is *R.E. Thomason General Hospital (RETGH)* operated by the El Paso County Hospital District. This facility provides inpatient services for all of our major clinical disciplines including Family Medicine, Internal Medicine, Neurology, Obstetrics/Gynecology, Orthopedic Surgery, Pediatrics, and Surgery. In addition, the hospital serves as the headquarters for the hospital-based specialties of Anesthesiology, Emergency Medicine, Pathology, and Radiology. The hospital is a full-service hospital. It

operates the only Level I Trauma Center in the Region and one of five Level 3 Neonatal Intensive Care Units. The school and the hospital have had a formal affiliation agreement for over 30 years, beginning with the establishment of the medical school campus.

The *El Paso Psychiatric Center* is a combined outpatient-inpatient facility located on the same campus as the medical school. The building and land are leased to the state by RETGH. The facility provides support for the Department of Psychiatry/Neurology through a formal affiliation agreement.

*William Beaumont Army Medical Center (WBAMC)* is a major teaching hospital of the Army Medical Corps and has several active residency training programs. Recently, the medical mission of the hospital has been expanded, and the command of the facility has been upgraded. The hospital has superb physical facilities and a well-trained staff that has extensive experience in casualty medicine, medical triage, and military medicine. Both students and residents have clinical rotations at this facility. A formal affiliation agreement is in place.

*Veterans Affairs Health Care Systems Clinics* are located close to the WBAMC. The clinics provide outpatient services to veterans with service-connected disabilities as well as to other veterans and dependents based upon need and funding availability. Third-year medical students participate in ambulatory care experiences in psychiatry at the facility. Negotiations are underway to increase the teaching activities at this facility

*Providence Memorial Hospital* is a private general hospital operated by the Tenet Hospitals Limited. The hospital works with Texas Tech through a formal affiliation agreement and provides training to students and residents in pediatrics.

*Centro de Salud Familiar La Fe* and *Centro San Vicente* are two Federally Qualified Health Centers (FQHC) Look-Alike clinics with whom we have worked closely for many years. These agencies provide training sites for medical students and residents, and we plan to continue these affiliations in the future.

We plan to pursue affiliation agreements with other healthcare organizations within the community who might provide strong teaching environments for elements of the curriculum. In particular, this would include clinics where students would be able to develop a better understanding of the community and its impact on individual healthcare needs and access to healthcare.

### **Residency Training Programs**

TTUHSC-EPSOM offers post-graduate residency training in the following nine disciplines: emergency medicine, family medicine, internal medicine, obstetrics/gynecology, orthopaedic surgery, pediatrics, psychiatry, surgery, and a one-year transitional program. Most of these programs are based at RETGH and the Texas Tech Ambulatory Care Clinics. The program in orthopaedic surgery is administratively based at WBAMC, with TTUHSC-EPSOM as a major teaching site. Some pediatric residencies are based at Providence Memorial Hospital. In all of these programs, residents are actively engaged in medical student teaching. Our goal is to add residency programs as the need is established and the resources are identified. We plan to seek accreditation in the near future for programs in radiology and anesthesiology. Residency training in pathology is under consideration.

**ER-2. The present and anticipated financial resources of a medical school must be adequate to sustain a sound program of medical education and to accomplish other institutional goals.**

*The costs of conducting an accredited program leading to the MD degree should be supported from diverse sources, such as income from tuition, endowments, earnings by the faculty, support from the parent university, annual gifts, grants from organizations and individuals, and appropriations by government. Evidence for compliance with this standard will include documentation of adequate financial reserves to maintain the educational program in the event of unexpected revenue losses, and demonstration of effective fiscal management of the medical school budget.*

**ER-3. Pressure for institutional self-financing must not compromise the educational mission of the medical school nor cause it to enroll more students than its total resources can accommodate.**

*Reliance on student tuition should not be so great that the quality of the program is compromised by the need to enroll or retain inappropriate numbers of students or students whose qualifications are substandard.*

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- a. Provide a revenue and expenditure summary for the fiscal year (based on budget projections) in which the charter class will be admitted. Describe projected revenue for the subsequent two years.

The following table summarizes projected revenues and expenditures for the coming fiscal year (FY 2008), the year in which the charter class will be admitted (FY 2009), and the subsequent two years (FY 2010–11).

**Projected Revenues and Expenditures for TTUHSC-EPSOM in FY 2008–2011**

	2008	2009	2010	2011
<b>Revenues</b>				
Tuition and Fees	1,151,300	1,151,300	1,569,954	1,569,954
Grants and Contracts				
Research †	769,500	5,769,500	5,913,738	6,061,581
Training **	1,059,675	1,086,167	1,113,321	1,141,154
Service and Other**	4,759,400	4,878,385	5,000,345	5,125,354
State Appropriations ‡	63,434,778	48,860,531	48,859,817	48,860,367
Funds Generated by the Department				
Owned and Affiliated Health Care Institutions **	8,448,150	8,659,354	8,875,838	9,097,734
Gifts and Endowments **	3,031,500	3,107,288	3,184,970	3,264,594
Practice Plan§	56,293,538	57,700,877	59,143,398	60,621,984
Other Revenue **	1,354,100	1,387,953	1,422,652	1,458,218
<b>Total Revenues</b>	<b>140,301,941</b>	<b>132,601,355</b>	<b>135,084,034</b>	<b>137,200,940</b>
<b>Expenditures</b>				
Instruction	79,843,320	80,563,947	82,372,787	83,802,649
Research†	4,006,985	8,816,477	9,048,878	9,287,209
Public Service	3,974,514	4,014,259	4,054,401	4,094,945
Academic Support	12,872,136	13,000,857	13,130,866	13,262,174
Institutional Support	11,199,423	11,311,417	11,424,531	11,538,777
Operation & Maintenance of Plant	7,590,556	7,944,367	8,103,254	8,265,319
Start-up Equipment	13,850,000	-	-	-
Tuition Revenue Bonds	6,945,778	6,950,031	6,949,317	6,949,867
<b>Total Expenditures</b>	<b>140,301,941</b>	<b>132,601,355</b>	<b>135,084,034</b>	<b>137,200,940</b>

† Research revenues and expenses show sharp increases in FY2009 based on the assumption that recruited basic scientists and some clinical scientists will bring extramural funding.

\*\* Training and service grants and contracts, funds generated from owned and affiliated health care institutions, gifts and endowments, and other revenues reflect a conservative estimate of a 2.5% increase in each of the years shown.

‡ State appropriations reflect the anticipated \$25 million in FY 2009 and \$18 million in FY 2010.

§ Increases in practice plan revenues reflect projections based on annual increases observed in these revenues over several years. The annual increase in these revenues may be greater with an expanded clinical faculty.

Texas Tech receives a large share of its operating funds from the State of Texas through a biennial appropriation of the Legislature. All public medical schools in Texas receive the bulk of their appropriated funds through a process of formula funding. Although the formula has never been completely funded, all schools receive a budget based upon class size, research productivity, clinical activities, and other variables. In addition, each school receives some earmarked funds for special projects. TTUHSC-EPSOM currently receives an allocation of the Texas Tech appropriation based upon the number of medical students from the existing school who are assigned to the El Paso campus. With the activation of the new medical school, this allocation will diminish as the number of upper class students from the current medical school decreases and finally ends in academic year 2011–12. Formula funding for the new medical school will not begin until academic year 2012–13, when the school has students enrolled in all four classes of the curriculum, and

full formula funding will not be achieved until there is a full complement of 80 students per class in academic year 2014–15.

Texas Tech has requested \$25 million in additional funds for fiscal year 2009 (September 1, 2008 through August 30, 2009) and \$18 million for fiscal year 2010 from the Legislature to begin recruitment for and operation of the new medical school. Final approval of this budget request must await the conclusion of the current legislative session on May 28, 2007. We anticipate level funding during the next biennium. Additional state funds are available to TTUHSC-EPSON through ongoing appropriations in the following categories: South Texas Border Region Health Professional Education, Border Health Care Support – Academic Expansion, Academic Operations Support – Border Region Development, El Paso Medical Education Fund, Border Health Care Support – Resident Support, and Diabetes Research Center. It is anticipated that these funds, which currently total \$8.3 million annually, will continue. In addition to state funds, TTUHSC-EPSON has access to funds provided through its practice plan and to contractual funds provided through its major teaching hospital and other clinical activities and professional services. Finally, a major local fund raising effort, the Infinity Campaign is close to achieving its goal of \$25 million. These funds will be used for capital projects and to support student scholarships and faculty expansion and recruitment.

**ER-4. A medical school must have, or be assured use of, buildings and equipment appropriate to achieve its educational and other goals.**

*The medical school facilities should include offices for faculty, administrators, and support staff; laboratories and other space appropriate for the conduct of research; student classrooms and laboratories; lecture hall(s) sufficiently large to accommodate a full year’s class and any other students taking the same courses; space for student use, including student study space; space for library and information access; and space for the humane care of animals when animals are used in teaching or research.*

Expansion of physical facilities has been governed by the expanded educational plans for the campus. For many years the campus has included: (1) a three-floor facility that houses administrative offices, faculty offices, library, large auditoria, and classrooms adequate for the current number of medical students and residents; (2) a four-floor ambulatory care facility that houses many of the Texas Tech clinics, financial and administrative offices, and teaching space that includes a large auditorium, a smaller auditorium, and several classrooms suitable to accommodate an expanded number of medical students and residents; (3) a family practice center removed from the main campus that provides office and clinical space for the Department of Family Medicine as well as teaching space for medical students and residents; and (4) nine outlying and two mobile clinics that provide learning opportunities for medical students. Within the next five years, these facilities will be augmented by three additional buildings that are recently completed, under construction, or in active planning. These new buildings include:

- Medical Research Building One, which is now open and will serve as the base for the basic science leadership and the first cadre of basic science faculty.
  - Medical Education Building, which will be completed at the end of calendar year 2007 and will house all activities related to medical student education.
  - Medical Research Building Two, for which funding will be requested in 2007 for completion in 2010; it will serve as the base for additional basic science faculty to be recruited.
- a. Complete a table of teaching facilities like that below for each building where medical students regularly take classes, including labs. Do not include classrooms located in clinical facilities.

<b>Building: El Paso – Regional Academic Health Center</b>		
<b>Year Constructed: 1977</b>		<b>Year of Last Major Renovation: N/A</b>
<b>Type of Room*</b>	<b>Seating Capacity</b>	<b>Main Educational Use(s)**</b>
Conference 102O	13	Small Group Discussions
Lecture Hall 201A	142	Lectures
Lecture Hall 201B	142	Lectures
Classroom 211	32	Lectures, small group discussions
Classroom 212	45	Lectures, small group discussions
Classroom 235	20	Lectures, small group discussions

Conference 246	10	Small Group Discussions
Conference 261	7	Small Group Discussions

\* Lecture hall, science lab, conference room, small-group discussion room, etc. If several rooms of similar type and seating capacity are used, simply indicate total number of such rooms in parentheses.

\*\* Lectures, small-group discussion, dissection, wet labs, slide study, etc.

<b>Building: El Paso - Texas Tech Medical Center</b>		
<b>Year Constructed: 1989</b>		<b>Year of Last Major Renovation: 2004</b>
<b>Type of Room*</b>	<b>Seating Capacity</b>	<b>Main Educational Use(s)**</b>
Conference A230	8	Small Group Discussions
Lecture Hall A3400	102	Lectures, group discussions
Classroom A3500	32	Lectures, small group discussions
Classroom B08	16	Small group discussions
Meeting Room B216	18	Small Group Discussions
Conference B219	10	Small Group Discussions
Classroom B3400	38	Lectures, group discussions
Classroom B3600	23	Small group discussions
Conference C215L	12	Lectures, small group discussions

\* Lecture hall, science lab, conference room, small-group discussion room, etc. If several rooms of similar type and seating capacity are used, simply indicate total number of such rooms in parentheses.

\*\* Lectures, small-group discussion, dissection, wet labs, slide study, etc.

<b>Building: Medical Education Building</b>		
<b>Year Constructed: To Be Completed 2007</b>		<b>Year of Last Major Renovation: N/A</b>
<b>Type of Room*</b>	<b>Seating Capacity</b>	<b>Main Educational Use(s)**</b>
Lecture halls (2)	108 each	Lectures, large conferences
Case-method rooms (2 )	50 each	Case studies, group discussions
Large classrooms (2)	46 each	Lectures, conferences, group discussions
Damp laboratories (2)	54 each	Laboratory exercises
Computer testing laboratory	59	Examinations
Small-group conference rooms (12)	12 each	Group discussions, small-group case studies
Library conference rooms (5)	6 each	Group discussions, individual study
Gross anatomy laboratory	100	Anatomy dissections
Simulation center classroom	24	Lectures, presentations, group discussions
Simulation center conference room	10	Group discussions
Simulation center debriefing room	12	Group discussions
College home rooms (4)	6 each	Informal study

\* Lecture hall, science lab, conference room, small-group discussion room, etc. If several rooms of similar type and seating capacity are used, simply indicate total number of such rooms in parentheses.

\*\* Lectures, small-group discussion, dissection, wet labs, slide study, etc.



In addition to the above study space, the Medical Education Building will include the following facilities for the four Medical Student Colleges:

<b>Allocation of Space for Medical Student Colleges</b>			
<b>Area</b>	<b>Number</b>	<b>Sq Ft</b>	<b>Total Sq Ft</b>
Lockers	4	100	400
Mailboxes/Meeting Area	4	368	1472
Masters' Offices	8	120	960

- b. Who will be responsible for scheduling and coordinating the use of these facilities? Will the facilities be shared with other educational programs?

Scheduling of teaching space in the Academic Health Center, the Texas Tech Medical Center, and the Medical Education Building is coordinated by a designated individual within the Office of Medical Education. Teaching space in the Medical Education Building is used exclusively for medical student instruction. Teaching space in the Academic Health Center and the Texas Tech Medical Center buildings is also used for resident training, shared student and resident training, and some institutional educational activities such as grand rounds and continuing medical education. However, scheduling is based upon a priority system in which medical student education is given the highest priority.

- c. Describe any special facilities that are or will be available for learning physical examination skills, conducting standardized patient exams, or administering OSCEs; do not include regular physical examination rooms (for patient care) located in hospitals or clinics, unless they have been modified significantly for educational purposes.

The Medical Education Building, to be completed in late 2007, will house a modern clinical simulation center that was specifically designed to provide dedicated space for the instruction of physical examination skills, the conduct of standardized patient exams, and the administration of OSCEs. The facility will include twelve examining rooms that will be outfitted to duplicate a regular physical examination room. In addition, the rooms will be fully connective with the institution's computer networks and contain interactive audio-video systems to permit recording and playback of student activities. The facility will have space for simulated patients, including a place to meet before and after training sessions and private spaces for changing clothes. Rooms will be provided for computer-based simulation equipment, and there will be a small classroom where students may meet before or after a training session or clinical examination. Access has been designed to afford separation of students and simulated patients before and after any training encounter. These facilities are designed to be state-of-the-art.

- d. Complete the table below showing the number of faculty offices, research labs, and net square footage for each academic department of the medical school. Add rows as needed.

<b>Department Name</b>	<b># Offices</b>	<b>Total Net Sq Ft (offices)</b>	<b>#Research Labs</b>	<b>Total Net Sq Ft (labs)</b>
Anesthesiology	15	1,649		
Biomedical Sciences	22	3,176	35*	16,189

Family Medicine	12	1,468		
Internal Medicine	31	1,947	12	4,662
Neuropsychiatry	30	4,261		
Medical Education	12**	1,536		
Neurosurgery	5	713		
Obstetrics/Gynecology	16	1,965	1	371
Pathology	6	832		
Pediatrics	35	4,114		
Radiology	8	1,077		
Research and Development	6	1,353		
SOM Administration	12	1,767		
Surgery	14	1,912		
Emergency Medicine	17	1,798	2	503
Faculty Development	3	668		
GME	1	116		
Ophthalmology	1	186		
Orthopedics	12	1,393	2	461
Vivarium			3	596

\* The design of the medical research building includes large open laboratories that can be divided or shared according to the size and collaborative elements of individual research projects. Central laboratories are used as shared space and for common dedicated activities.

\*\* Additional space will be available, if needed, following renovation of the Archer Building, which is currently being used for administrative offices.

- e. Describe safeguards in place to assure adequate space for the humane care of animals used in teaching and research.

Medical Research Building One contains a modern animal care facility that has been designed to be in full compliance with Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines. The facility is accredited by AAALAC. Planning for the facility included estimates of the nature of animal work to be conducted, the number of investigators to be served, and the likely duration of individual projects. Estimates were based upon information derived from industry standards, and the size and allocation of various species containment facilities were based upon these estimates. Presently, all research or training that includes the use of animals is conducted in Medical Research Building One. Thus, all receiving, housing, transport, and removal of animals is conducted within that facility. The facility is fully secured with a restricted entry system. Alarm mechanisms are also in place to guard against illegal entry and to alert personnel of any significant changes in ambient conditions.

**ER-5. Appropriate security systems should be in place at all educational sites.**

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Describe measures that will be employed to provide a safe study and learning environment for students outside of regular working hours at the main campus.

**Campus Security**

Campus security incorporates a spectrum of capabilities, especially in those facilities that are used after regular business hours. These capabilities include an active police force of commissioned officers and security guards, card-activated door locks, police escort service until 10 PM, and established campus security policies.

The facilities that are available to students for study and learning outside of regular working hours include:

- Medical Education Building
- Medical Research Building One—This building is available only to students who are actively engaged in research projects and who have received authorization for access by the Assistant Dean for Research.
- Academic Health Center Administration Building—This building is available to students only during the hours of operation of the library.

The facilities that are not available to students for study and learning outside of regular working hours include:

- Texas Tech Medical Center Building (clinic building)
- Family Practice Center
- Archer Building
- Community Partnership Clinics

All TTUHSC-EPSON buildings are constructed with several entrances. However, all of these entrances are secured at the close of the business day. After that time, entry to each building is restricted to a single entrance which is secured by a card-reader locking device. Individuals are able to gain access only with a card that has been activated by the Police Department following application and approval by an authorized authority in the Dean's Office. The system is such that an individual with access to one building may or may not have access to other buildings. Student authorization is provided through the Office of Student Affairs.

The library remains open until 10 PM at which time the on-duty officer assists the library staff in securing the facility and in escorting library patrons to their parking space as needed. Throughout the night, on-call officers may be contacted by telephone for emergencies and urgent matters.

Security policies of TTUHSC-EPSON are reviewed on at least an annual basis. Procedures may be revised based upon this review or upon recommendations from legal and police authorities. Faculty, staff, residents, and students are advised of these policies and of any changes by email and written communications.

### **Security at Affiliated Clinical Sites**

Students may also use affiliated clinical sites outside of regular working hours. Each of these facilities has its own security measures and procedures, as described below:

*R.E. Thomason Hospital* uses its own security system. The front doors of the hospital remain open during visitation hours, after which time these doors are secured and public access to the hospital is restricted to the main entrance of the Emergency Department, which maintains its own security personnel and process. On-call facilities are located behind a secured door that requires card identification for entry.

*William Beaumont Army Medical Center* is a fully commissioned military base that requires photo identification for entry through the guard station maintained by Military Police 24 hours a day. After-hours entry into the hospital itself requires a magnetic card device. Students are issued these cards as needed, and the cards are returned at the end of the rotation. On-call rooms are within a secured facility.

*The El Paso Psychiatric Center* is a secured facility 24 hours a day. Entrance is restricted to a single door adjacent to a visitor center where all individuals who are not employees must register and obtain an identification card. The facility has a locked ward for aggressive patients. Entry to this ward is controlled by the nursing staff of the unit. Students take call and have access to secure on-call facilities, including sleeping rooms, showers, and lockers.

*Providence Memorial Hospital* maintains a security system that would be expected in a private hospital. Students do not take in-house call at this location.

**ER-6. The medical school must have, or be assured use of, appropriate resources for the clinical instruction of its medical students.**

*Clinical resources should be sufficient to ensure breadth and quality of ambulatory and bedside teaching. This includes adequate numbers and types of patients (acuity, case mix, age, gender, etc) as well as physical resources.*

Describe the status of development of affiliations with clinical teaching sites to be used for medical student education, especially in the first curricular year.

We plan to use only our own clinical teaching sites for medical student education during the first curricular year. These sites will include clinics within the Texas Tech Medical Center building and the four Community Partnership Clinics operated by the Department of Family Medicine and located in the communities of Socorro, San Elizario, Fabens, and Montana Vista in the eastern part of El Paso County. In subsequent years of the curriculum, we intend to use several clinical teaching sites that we have used for many years. These sites are described below.

**Facility Name:** R. E Thomason General Hospital

**Name of Chief Executive Officer:** James Valenti

**Year Appointed:** 2004

Number of beds	327 licensed 229 operational
Average occupancy rate	66%
Average length of stay	3.9
Number of annual admissions	19,534
Number of outpatient visits/year	470,368
Number of ER visits per year	61,101

**Facility Name:** Williams Beaumont Army Medical Center

**Name of Chief Executive Officer:** Colonel John A. Powell

**Year Appointed:** 2006

Number of beds	104
Average occupancy rate	72%
Average length of stay	3.5
Number of annual admissions	7,468
Number of outpatient visits/year	464,698
Number of ER visits per year	43,434

**Facility Name:** El Paso Psychiatric Center

**Name of Chief Executive Officer:** Zulema Carrillo

**Year Appointed:** 1998

Number of beds	74
Average occupancy rate	96.7%
Average length of stay	23.4
Number of annual admissions	655
Number of outpatient visits/year	0
Number of ER visits per year	0

**Facility Name:** Providence Hospital

**Name of Chief Executive Officer:** John Harris

**Year Appointed:** 2006

Number of beds	508 licensed 350 in service
Average occupancy rate	81%
Average length of stay	4.9
Number of annual admissions	20,282
Number of outpatient visits/year	166,517
Number of ER visits per year	44,577

Complete the following table for each ambulatory site\* used for required medical student education:

Site Name: Texas Tech Community Partnership Clinics		Site Type**: stand alone	Total Annual Patient Visits: 14,700
Course or Clerkship Offered	Academic Period (Year) When Offered	Duration (weeks)	No. Students per Rotation
Society, Community, and the Individual	1	40	Ten students will be assigned to one of four clinics. Their time on site will be staggered and scheduled so that no more than 5 students are in the clinic at any given time.

\* If groups of doctors' offices or preceptorial sites are used, such entities can be described collectively instead of being listed individually.

\*\* Stand-alone clinic, private offices, etc.

**ER-11. The medical school must have access to well-maintained library and information facilities, sufficient in size, breadth of holdings, and information technology to support its education and other missions.**

*There should be physical or electronic access to leading biomedical, clinical, and other relevant periodicals, the current numbers of which should be readily available. The library and other learning resource centers must be equipped to allow students to access information electronically, as well as to use self-instructional materials.*

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- a. Give the name and year of appointment for the directors of the library and information technology services unit, and the title of the person to whom each reports. Note any other schools or programs served by each.

Richard C. Wood, who has served as Executive Director of Libraries for TTUHSC since 1991, reports to TTUHSC's Executive Vice President for Academic Affairs. He supervises a staff of about 60 (including 19 professional librarians) and oversees all operations at the four campus libraries of the TTUHSC system.

At each of the remote campus libraries, including El Paso's, the chief library officer is an Associate Director who reports to the Senior Director of Extramural and Outreach Services. This organizational structure has been in place for over 25 years. The TTUHSC library system has a resource budget of \$2,063,570 and an operations budget of \$2,036,643. While public services are delivered by all four libraries, all budgeting, ordering, processing, accessioning, and cataloging services for the system are performed at the Lubbock campus site.

The TTUHSC Libraries of the Health Sciences system serves the programs of the School of Medicine at Amarillo, El Paso, Lubbock, and Odessa; the programs of the School of Nursing at Lubbock and Odessa; the programs of the School of Allied Health at Amarillo, Lubbock, and Odessa; the programs of the School of Graduate Biomedical Sciences at Amarillo and Lubbock; and the programs of the School of Pharmacy at Amarillo, Dallas, and Lubbock. With the establishment of the El Paso School of Medicine, library support for the El Paso campus will change somewhat to meet the specific needs of the School of Medicine and to expand support for the planned extension of the School of Graduate Biomedical Sciences.

Gerardo Rodriguez has served as the Managing Director of Information Technology Services on the El Paso campus since 1997. He reports to Robert Suskind, M.D., Founding Dean of the El Paso Medical School, and to Michael Phillips, Vice President for Information Technology, who oversees the entire TTUHSC IT system. El Paso IT provides services only to TTUHSC-EPSON.

- b. Briefly summarize any campus-wide or consortium agreements that extend the library's access to information resources (e.g., university OPAC or regional library network). How does the library interact with other university and affiliated hospital libraries?

The TTUHSC Libraries of the Health Sciences are really one integrated library system that has four physical sites and serves all schools and campuses of the Health Sciences Center. The system is headquartered in Lubbock, where the largest collection is housed, and the system also maintains collections in Amarillo, El Paso, and Odessa. A

sophisticated interlibrary loan system enables the collections to be shared, with rapid access by borrowers from all campuses. In addition, an extensive collection of electronic holdings (including a unified online public access catalog and integrated library IT system) enables easy access from all campuses. All resources of the TTUHSC Libraries are available to TTUHSC users, regardless of their campus affiliation. Resources held at other colleges, universities, and libraries are generally available to users via Interlibrary Loan.

The library system, of which the El Paso-based Delia Montes-Gallo Library is a part, also participates actively in regional library networks for the five-state region of Texas, Arkansas, Louisiana, Oklahoma, and New Mexico known as SCAMeL (South Central Academic Medical Libraries group). The libraries of TTUHSC also enjoy the status of Resource Libraries of the National Network of Libraries of Medicine. Additionally, the four libraries bear the distinction of Research Libraries of the Association of Research Libraries. Other consortia groups to which the library system belongs include OCLC/Amigos, the Association of Academic Health Sciences Libraries, Greater Western Alliance of Libraries, TexShare Electronic Databases, and the Texas Council of Academic Libraries. Most of these consortia afford us consortium price purchases for access to resources we might not otherwise enjoy.

- c. Briefly summarize any campus-wide or consortium agreements that extend the information technology service unit's access to information resources (e.g., university data network, Internet-2 connection). How does the IT unit interact with university and affiliated hospital information networks?

Please see the descriptions above regarding campus-wide and consortium agreements that provide expanded access to information resources through the TTUHSC library system.

The Texas Tech University System IT Network is heavily integrated. Texas Tech University and Texas Tech University Health Sciences Center operate independent networks, but they share many services including administrative, financial, and personnel systems. The TTUHSC IT Network is similarly distributed throughout the four campuses (Amarillo, El Paso, Lubbock, Odessa) and TTUHSC's other major training sites (Abilene, Midland, Dallas), with many services centralized at the main campus of the HSC in Lubbock, including administrative, financial, and personnel systems. Other services are located on each regional campus. El Paso has and will have expanded support capabilities for hardware, software, networking, and special computer needs. Through the university network, supercomputer access is available on a fee-for-service basis.

Students will be able to access the EPSOM medical library from R.E. Thomason Hospital and the Community Partnership Clinics directly through the internet.

- d. Complete the following table, as appropriate, for the library and information technology services units: El Paso campus only

The medical library of the El Paso School of Medicine will be housed in two locations. Part of the collection, administrative offices, and some study spaces will remain in the current library space, while the collection especially useful for medical students, electronic support, study space including study rooms and carrels, and audiovisual



support will be housed in the new Medical Education Building. The two library locations will maintain the same hours. The table below reflects the composite of these two library sites.

	<b>Library</b>	<b>Info. Technology Services</b>
Total user seating	250	-
Number of photocopiers	4	Not Available
Audiovisual services (yes or no)	Yes	Yes
Number of small-group study rooms	6	8
Number of individual carrels available to medical students	51	-
Number of public workstations	23	10
Number of computer classrooms	2	2
Total number of seats in computer classrooms	24	50 each
Network connections available in computer classrooms? (yes or no)	Yes*	Yes

\*Network connections are available in all group study rooms as well.

- e. Complete the following table showing library holdings for the current and preceding two years:

Holdings and circulation are reported for the TTUHSC library system as a whole. This is because each campus has, in addition to its own set of core subscriptions, a set of subscriptions that are shared electronically with the other campuses. Also, there is a unitary budget for acquisitions.

System-wide

	<b>Current Year</b>	<b>One Year Ago</b>	<b>Two Years Ago</b>
Journal Subscriptions (Print)	1,277	1,276	1,268
Journal Subscriptions (Electronic)	11,466	10,088	9,858
Book Titles (Print)	83,252	80,723	79,536
Book Titles (Electronic)	33,493	31,968	22,806
Audiovisual Titles	16,019	15,465	15,094
Educational Software Titles	1,435	1,427	1,410
Databases	189	152	150
Other Holdings (specify)			
Total Expenditures for Holdings	\$2,104,390	\$2,011,819	\$1,854,122

- f. Indicate the number of items borrowed or received from other libraries or document delivery services during the most recent academic year on behalf of users.

The TTUHSC library system has borrowed 11,090 items from other libraries or services during the most recent academic year.

**ER-12. The library and information services staff must be responsive to the needs of the faculty, residents and students of the medical school.**

*A professional staff should supervise the library and information services, and provide instruction in their use. The library and information services staff should be familiar with current regional and national information resources and data systems, and with contemporary information technology.*

*Both school officials and library/information services staff should facilitate access of faculty, residents, and medical students to information resources, addressing their needs for information during extended hours and at dispersed sites.*

- a. Complete the following table describing FTE staffing for the library and information technology services units:

The tables below reflect the current and projected staffing for the library and information technology services on the El Paso campus.

<b>Existing Staff</b>	<b>Library</b>	<b>Info. Technology Services</b>
Professional staff	2	2
Technical specialists or paraprofessionals	1	8
Clerical support staff	2	2
Student or hourly support staff	3	2

<b>Projected Staff (2009)</b>	<b>Library</b>	<b>Info. Technology Services</b>
Professional staff	4	4
Technical specialists or paraprofessionals	1	16
Clerical support staff	4	4
Student or hourly support staff	6	4

- b. Describe the mechanisms used to assure the ongoing professional skills of the library and information technology staff.

The TTUHSC Libraries of the Health Sciences in El Paso, Permian Basin (Odessa), Amarillo, and Lubbock are staffed by librarians with Master’s of Library Science (MLS) degrees. Continuing education and professional development is strongly encouraged and supported by the Executive Director of Libraries. TTUHSC Library Administration pays Medical Library Association membership dues for all librarians. Additionally, TTUHSC Library Administration pays for the costs of registration, travel, and accommodations for one continuing education course per year for all TTUHSC librarians, including the staff on the El Paso campus. This arrangement will continue after the establishment of the El Paso School of Medicine. The librarians are active in several professional organizations,

including the Medical Library Association (MLA, South Central Chapter), North American Serials Interest Group, Association of Mental Health Librarians American Library Association, and Texas Library Association. TTUHSC Librarians take leadership roles in these professional organizations and present papers at professional conferences. In addition to attending regional and national meetings, librarians participate in continuing education opportunities including courses offered by the National Library of Medicine. TTUHSC Librarians keep current with developments in the field of information resources through professional literature, electronic discussion lists, and collaboration with health sciences and academic librarians nationwide.

- c. Describe how the library and information technology services unit will support medical education, both individually and jointly. How will they interact with other education support units (e.g., office of medical education or curriculum planning group)?

The staffs of the library and information technology service on the El Paso campus have played an important role in the educational mission of the campus for many years. This support will continue with the establishment of the El Paso School of Medicine. Librarians collaborate with faculty to incorporate library and information skills into the curriculum and to facilitate student learning. Workshops on the use of biomedical electronic tools and databases are regularly conducted by librarians to introduce students to the resources available through the TTUHSC Libraries. Librarians are available for one-on-one instruction and consultation for faculty and students. They also teach a Biomedical Information Management elective course to medical students. Library and information technology staff teach in the Faculty Development Course that will be continued with the establishment of the new school as well as in clerkships for Internal Medicine and Surgery.

Similarly, the information technology service provides training for faculty, residents, staff, and medical students on the application of electronic communication. Staff members provide workshops on computer applications, and they are available for one-on-one instruction and consultation.

Both organizations will have permanent seats on the Curriculum and Educational Policy Committee and will be expected to provide input to the committee, the Associate Dean for Medical Education, and the Dean about applying information technology modalities in the curriculum and planning for future needs and acquisitions.

The TTUHSC Libraries provide access to information resources that support and enhance the curricular, research, and patient-care information needs of TTUHSC students, faculty, and staff. The Libraries' holdings include more than 290,000 bound volumes (including books and journals), nearly 35,000 electronic books, and more than 10,000 electronic journals. The library system collectively serves as a Resource Library for the National Network of Libraries of Medicine and has held Association of Research Libraries' status since 1998 (an honor accorded to less than 10% of academic health sciences libraries nationwide). Library committees on each campus, composed of TTUHSC faculty representing the schools at each specific site, meet periodically to advise the Executive Director on library-related matters. TTUHSC Librarians teach a three-hour graduate credit course GIHC 5319 (Seminar in Current Topics of Information Sciences). This semester-long course emphasizes information science topics, including critical appraisal

of the biomedical literature. Librarians at all sites have served as ex officio members of curriculum committees for all schools of TTUHSC.

- d. Provide usage data, if available, for library study space, audiovisual resources, and public access computing equipment for faculty and residents.

The Delia-Montes Gallo Library of the Health Sciences at El Paso has one enclosed group study room, four tables used for small study groups and thirty-five individual study carrels. Additional seating is provided for reading. Usage in the current facility is quite heavy throughout most hours of operation. Fifteen computers are available for faculty, resident and student use during library hours. Faculty, staff, and students are able to securely connect to the TTUHSC Libraries network from personal laptops within the library. The Library houses approximately 2,500 audiovisual resources. This audiovisual collection includes slides, continuing education videos/cds/dvds, and board review videos/cds/dvds.

The proposed additional library space in El Paso will have four small-group study rooms located just outside the existing library in the new Medical Education Building. Eight additional computers will be available for faculty, resident, and student use during library hours. All study desks and group study rooms will have hardwiring for computer hook-up. Additionally, the entire facility will have wireless access.

- e. List the hours in which the library and public access computers are open and available to faculty and students during the academic year.

Currently, the Delia-Montes Gallo Library of the Health Sciences at El Paso is open a total of 85.5 hours per week. Schedule hours are: Monday through Thursday 7:30 a.m.–10:00 p.m.; Friday 7:30 a.m.–6:00 p.m.; Saturday 10:00 a.m.–6:00 p.m.; Sunday 1:00 p.m.–10:00 p.m. Access to the Library's online databases, electronic journals, and electronic books is and will be available twenty-four hours a day, seven days a week. With the library expansion for the new medical school, it is anticipated that both facilities will be open for at least 105 hours per week. Access to the fifteen computers will be available during library hours only.

- f. Describe the methods to provide faculty and students with access to library and information resources from off-campus sites.

TTUHSC faculty and staff are able to access research materials 24 hours every day through the TTUHSC Libraries webpage. The online library catalog may be searched from any internet access computer anywhere without the need of a password. ID and password authentication is used to provide off-campus/remote access to subscription-based electronic databases, electronic journals, and electronic books. Materials can be requested around the clock daily through an electronic interlibrary loan form on the TTUHSC Libraries webpage.

## **END OF SECTION V**

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