

SECTION V. EDUCATIONAL RESOURCES
PART A: KEY QUANTITATIVE INDICATORS

Please provide the following information.

a. Total revenues (in millions, one decimal place)

2007-2008	2008-09	2009-10
146.2	151.9	165.2

b. Total expenditures (in millions, one decimal place)

2007-2008	2008-09	2009-10
122.1	139.8	165.2

c. Total state and university appropriations (in millions, one decimal place)

2007-2008	2008-09	2009-10
46.5	46.0	54.0

d. Professional fee (practice plan) revenues (in millions, one decimal place)

2007-2008	2008-09	2009-10
64.1	77.6	77.2

e. Direct federal grants and contracts (in millions, one decimal place)

2007-2008	2008-09	2009-10
	1.6	5.5

SECTION V. EDUCATIONAL RESOURCES

PART B. 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.

If a medical school plans to increase its entering enrollment above the threshold of 10% or 15 students in one year, or 20% in three years, it must provide prior notification to the LCME and (for Canadian schools) CACMS. Such notification must occur by January 1st of the year of the planned expansion. This notification is required for a medical school planning to increase class size on its main campus and/or in existing branch campuses (without any expansion in the curriculum years that the branch campus covers).

If a medical school plans to start a new branch campus, or expand an existing branch campus (for example, from a one-year or two-year program to a four-year program) notification of the plans to the LCME (and CACMS for Canadian schools) should occur by January 1st of the year preceding the planned campus creation or expansion.

a. *Indicate any plans or expectations to increase or decrease enrollment, as well as any anticipated major changes in institutional resources (such as revenue sources, faculty strength, clinical affiliations, residency training programs) over the next three years.*

Forty students were admitted as the charter class in 2009. Enrollment will increase by 20 students per year until we reach an ultimate class size of 100 in 2012-2013. The budget has been developed to provide the resources, including faculty, to meet the needs of a class of 100. Revenue sources are anticipated to be adequate to provide the educational model described in this database for a class of 100. Additional clinical affiliations are being developed but will not be needed until 2014.

b. *Complete the following table with plans for the number of new students to be admitted in the indicated years.*

Academic Year		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
El Paso	1st Year	40	60	80	100	100	100
	2nd Year		40	60	80	100	100
	3rd Year	42*	42*	40	60	80	100
	4th Year	60*	42*	42*	40	60	80
	Total	142	184	222	280	340	380

* Students from the existing program based in Lubbock

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.

a. Provide a revenue and expenditure summary for the current fiscal year (based on budget projections). The format for the summary and the data for the three completed fiscal years should be obtained from Schedule A, Column C of the LCME Part IA Annual Financial Questionnaire.

See Schedule A – Revenues and Expenditures Summary (Section V, Appendix 1)

b. In the Appendix, provide a completed copy of the LCME Part IA Annual Financial Questionnaire, including the “Overview of Organization and Financial Characteristics.” For Canadian schools, include the equivalent questionnaire from the AFMC.

See LCME Part I-A Annual Financial Questionnaire on Medical School Financing (Section V, Appendix 2-a)

See LCME Part I-A Overview 2008 – 2009 (Section V, Appendix 2-b)

c. Provide a projection for trends in medical school finances for the next three years.

a. Total revenues (in millions, one decimal place)

2010/11	2011/12	2012/13
189.8	208.2	224.3

b. Total expenditures (in millions, one decimal place)

2010/11	2011/12	2012/13
189.8	208.2	224.3

c. Total state and university appropriations (in millions, one decimal place)

2010/11	2011/12	2012/13
62.6	62.6	62.6

d. Professional fee (practice plan) revenues (in millions, one decimal place)

2010/11	2011/12	2012/13
86	99	113.8

e. Direct federal grants and contracts (in millions, one decimal place)

2010/11	2011-12	2012/13
10	12	14

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 and equipment for library and information access; and space for the humane care of animals when animals are used in teaching or research.

a. Complete the following table of teaching facilities for each building where medical students participate in regularly scheduled classes, including labs. Do not include classrooms located in clinical facilities.

Building: El Paso – Academic and Educational Center (AEC)		
Year Constructed: 1977	Year of Last Major Renovation: undergoing renovation	
Type of Room*	Seating Capacity	Main Educational Use(s)**
Conference 1020	13	Small Group Discussions
Library Conference Room	8	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.

Building: Medical Education Building (MEB)		
Year Constructed: 2007	Year of Last Major Renovation: N/A	
Type of Room*	Seating Capacity	Main Educational Use(s)**
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	66	Examinations
Small-group conference rooms (12)	12 each	Group discussions, small-group case studies
Library conference rooms (5)	28 seats total	Group discussions, individual study
Gross anatomy laboratory	100	Anatomy dissections
Simulation center classroom	32	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
Study areas 1st floor	16	Informal Study
Study areas 2nd floor	22	Informal Study
Study areas 3rd floor	36	Informal Study
Study areas 4th floor	22	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.

Note if the facilities described above are interim or permanent. If interim, describe the facilities that are being created as a permanent medical school home and indicate the timeline for completion.

All facilities noted above are permanent.

b. Who is responsible for scheduling and coordinating the use of the current facilities? Are these facilities shared with other educational programs? Describe any recurrent or anticipated problems in gaining access to needed teaching space.

The Office of Student Affairs is responsible for scheduling and coordinating the use of the current facilities. On occasion, some facilities are shared with other educational programs, such as the TTUHSC School of Nursing. However, medical student education takes precedence over all other potential uses. Recently TTUHSC-El Paso leased approximately 37,000 sq ft of space that now houses the institutions growing nursing programs. Currently, there are no problems in gaining access to needed teaching space.

c. Describe the facilities used for teaching physical examination skills, conducting standardized patient exams, or administering OSCEs. Describe any special facilities that are used only for clinical skills instruction or evaluation of medical students (that is, not used for patient care). Note any recurrent or anticipated problems or shortcomings with the facilities used to teach and evaluate clinical skills.

The clinical skills and simulation center at TTUHSC's Paul L. Foster School of Medicine consists of a 10,000 square foot facility for physical examinations, standardized patient examinations, administration of OSCEs and special facilities for clinical skills instruction. The clinical skills and simulation center is used solely for student instruction and not for patient care. The entire facility is also used for assessing student performance through frequent OSCEs.

The standardized patient examination area consists of ten rooms for teaching and assessing students clinical skills. Each exam room contains two PCs (one inside, one outside) for student and patient notes. Each room is equipped with the standard features found in a modern physician's office. There are two cameras in each room to record the patient/student interaction. These records can be maintained for the duration of the student's medical education at PLFSOM.

The standardized patient exam area also includes a Patient Waiting Room. This area includes a lounge, kitchen and dressing rooms to allow patients to dress and undress.

The simulation center includes the following resources:

- Two virtual reality rooms each contain equipment for endoscopy, laparoscopy, and pelvic exams.
- Two partial task trainer rooms which are utilized to provide students instruction on specific examinations tasks such as blood pressure readings, drawing blood, and ear, nose and throat examinations. Each classroom contains mannequins for instruction of up to ten students.
- The simulation center also contains two Hi-Fidelity Simulation rooms that include seven hi-fidelity mannequins that behave as humans. Faculty supervision is required during all mannequin simulation exercises. The simulation rooms are separated by a control room that monitors and records all interaction. All training, research and exams are recorded via three cameras within the simulation space.

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.

Department Name	# Offices	Total Net Sq Ft (offices)	#Research Labs	Total Net Sq Ft (labs)
Anesthesiology	13	1462	2	739
Biomedical Sciences	15	2089		
Family Medicine	12	1468		
Internal Medicine	50	6094.5	9	2187
Psychiatry	9	5878	1	927
Medical Education	25	6227		
Neurology	5	631	1	136
Neurosurgery	6	2479		
Obstetrics/Gynecology	31	6835	1	369
Pathology	6	832		
Pediatrics	25	3101		
Radiology	2	299		
Office of Research	8	4775		
SOM Administration	2	565		
SOM Clinical Affairs	1	279		
Surgery	13	1671		
Emergency Medicine	13	1371	2	512
Faculty Development	2	391		
Advanced Teaching and Assessment in Clinical Simulation	2	301		
GME	1	189		
Ophthalmology	2	208		
Orthopedics	6	1460		
Vivarium	1	103	10	5975
COE Cancer	10	1558	17	6794
COE Neuroscience	14	5000	16	7318
COE Infectious Disease	10	2611	14	7757
COE Diabetes	10	2611	14	7757
HCOE	2	286		
OCEA	2	368		

Department Name	# Offices	Total Net Sq Ft (offices)	#Research Labs	Total Net Sq Ft (labs)
BSL3			4	1173
Imaging Core Lab			1	376
Genomics Core Lab			3	815
Proteomics Core Lab			2	680
Flow Cytometry Core Lab			2	606
Histology			2	601
Biostatistics and Epidemiology			4	763

e. Describe plans for expansion of teaching, research, and faculty office space over the next three years.

Plans are being made to expand research, education, and clinical space as described below:

Interim Strategies

CLINICAL SPACE:

- We are relocating our Medical Practice Income Plan offices to an off campus site and have just entered into a long term lease for approximately 10,000 sq. ft for this function. This relocation will allow us to shuffle several departments to the Plan's former space and allow us to make available faculty offices and clinic space.
- We are relocating several administrative functions to a 7,000 sq. ft building which we have just leased with a first option to purchase. This building is next to campus. The relocation of administrative functions to this building, will free up space for additional clinics.
- We are undertaking a study for modular office space to relocate our Facilities, Maintenance, and Police functions, moving them out of the existing clinic basement to make room for new faculty. This 2500-5000 square foot modular building would reduce parking spaces.
- We are in the process of purchasing 3 offsite clinical buildings totaling 8000 sq. ft with approximately 1 acre of land, and significant parking area.

TRAINING AND ADMINISTRATIVE SPACE:

- We leased a 37,000 sq ft building to accommodate additional simulation space for the departments of Anesthesia, Emergency Medicine and Ob/Gyn residency training. This facility also houses the nursing program. Further, some administrative and financial functions could be moved to this location. Although off campus, this building is only 10 minutes away and has ample parking.

RESEARCH SPACE:

- The Center of Excellence in Neurosciences recently leased approximately 5000 square feet of research office space to fulfill the requirements of an NIH grant and has an offsite lab in San Antonio with Approximately 2490 sq ft.

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- We are constructing modular research lab space on campus. This modular research lab is approximately 5000 square feet and located immediately adjacent to the Medical Science Building I. This on-campus solution for the immediate needs of the Center of Excellence for Infectious Diseases will necessarily reduce parking spaces on the campus.
- Currently under construction, expansion of the Laboratory Animal Research Facility which is approximately 5000 square feet and will be located in the Medical Science Building I.

FLEXIBLE SPACE/UNDESIGNATED:

- We are currently under discussion with the owners of a building immediately adjacent to the campus. This building has approximately 50,000 square feet of useable space and has approximately 1.2 acres of open property which could be used immediately for parking. The property is currently undergoing building inspection and multiple valuations.

NEW BUILDING CONSTRUCTION STRATEGY:

- In FY 2012 we are requesting State support to construct a 200,000 square foot research and education building. This facility is proposed to be located between the Medical Education Building and the Medical Sciences Building 1. This facility will house wet bench biomedical science research programs, research infrastructure offices and core labs, conference and educational rooms, faculty offices and an auditorium.
- In FY 2012 we are requesting State support to construct a 87,500 square foot clinical sciences office and clinic building. This facility is proposed to be located next to the current clinic building and will primarily house the growing number of pediatric and other pediatric related subspecialty faculty and increase the current clinic space.

To assist the school in developing the plan, pricing and specific justifications for the proposed new buildings noted above, we have contracted with Stanley Consultants, Inc. Stanley Consultants has worked with several other major academic institutions.

f. If relevant, describe safeguards in place to assure adequate space for the humane care of animals used in teaching and research.

Animals are maintained in accordance to all Federal and State regulations regarding the humane care of animals. All animal usage is approved by the Institution's Animal Care and Use Committee. In October, 2009 the animal facilities on all four campuses received Full Accreditation from the Association for Assessment and Accreditation of Laboratory Animal Care, AAALAC International.

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

a. Describe measures employed at the main campus and at other educational sites to provide a safe study and learning environment for students during and outside of regular work and study hours.

CAMPUS POLICE

Campus Police 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 24 hours a day, 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—students have 24-7 access to this building.
- Medical Science Building I—This building is available only to students who are actively engaged in research projects and who have received authorization for access by the Associate Dean for Research.
- Academic and Educational Center —This building is available to students only during the hours of operation of the library.

All TTUHSC- Paul L. Foster School of Medicine 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 access control. 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 and hours of access needs are programmed for each card holder accordingly. Student authorization is provided through the Office of Student Affairs.

The library is open until 11:00pm at which time the on-duty officer/guard assists the library staff in securing the facility and in escorting library patrons to their parking space as needed. Police Officer(s) are on duty 24 hours a day. The Medical Education building interior and exterior, as well as the Medical Science Building I, is equipped with surveillance cameras and monitored 24 hours by a Guard in the Communications Room. Additionally, the campus has installed "Blue Phones" or emergency phone towers to assist a person needing police assistance; towers are located on the west and east sides of the campus. Blue Phones are monitored and answered 24 hours a day by a Guard located in the Communications Room.

Police Department policies of the school 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.

b. Describe how student safety will be assured at affiliated clinical facilities.

Students, who rotate to our affiliated clinical facilities which are primarily inpatient facilities, are JCAHO accredited facilities and have 24 hour police and security force, card-activated door locks, escort services, and closed circuit security cameras. Students are required to register with the appropriate office at each affiliated clinical facility and wear their ID Badge when they are in the facility. The Office of Student Affairs or the appropriate clerkship directors are aware of each rotation for each student and is knowledgeable of their 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.

a. Have all sites that will be used for core clinical clerkships for the first cohort of students been identified?

Yes. See section “c” below.

b. Have formal affiliations been completed with sites to be used for the inpatient portions of required clinical clerkships? Note if affiliations have not been completed with any sites needed to accommodate all members of the first cohort of students entering the clinical years.

Affiliation agreements are in place for University Medical Center, El Paso Psychiatric Center and William Beaumont Army Medical Center. We anticipate that these are the only sites that the initial cohort of students will utilize for the inpatient portion of their required clerkships.

Describe the need for additional clinical sites based on a planned increase in class size over the next three years. What is the status of identification of and affiliations with these sites?

As the class expands to 100 students per year, additional inpatient and ambulatory clinical sites will be needed to ensure the adequate numbers and types of patients. Discussions are in progress with potential affiliates to meet future educational needs. We do not anticipate needing these additional sites until 2013 or 2014.

c. List each inpatient teaching site where your first cohort of students will take one or more of the listed required clerkships* and check the clerkship(s) offered:

Inpatient Facility Name (list)	(check if site used)					
	Family Medicine	Internal Medicine	OB/ Gyn	Pediatrics	Psychiatry	Surgery
University Medical Center	X	X	X	X	X	X
William Beaumont Army Medical Center		X				
El Paso Psychiatric Center					X	

* If the school offers major core clerkships in different subjects (e.g., Interdisciplinary Primary Care, Women’s and Children’s Health), please modify the headings accordingly.

**d. For each inpatient facility listed in the preceding table, provide the following information:
(Use a separate page for each institution)**

Facility Name: University Medical Center

Name of Chief Executive Officer: James Valenti

Year Appointed: 2004

Number of beds	327 licensed 239 operational 212 Staffed beds
Average occupancy rate	76%
Average length of stay	4.3
Number of annual admissions	19,534
Number of outpatient visits/year	470,368
Number of ER visits per year	61,101

Clinical Service	Number of Beds	Avg Daily Census	Number of Students per Rotation	
			Your School's Medical Students****	Visiting Medical Students*
Family Medicine**	-	12	1-3	-
Internal Medicine**	-	60	7-10	-
Obstetrics/Gynecology	61	17.6	7-10	-
Pediatrics	37	18	7-10	-
Psychiatry***	0	-	1-3	-
Surgery	58	40	7-10	-

*No visiting third year medical students are accepted.

**Family Medicine and Internal Medicine have no specific beds assigned but use primarily the fifth and sixth floors respectively.

***Psychiatry has a consultation/liaison service in University Medical Center. There are no specific beds assigned to Psychiatry.

****Number of medical students per rotation are for the first two classes to rotate in third year, 2011-2013. When the full complement of 100 students starts third year there will be 17 students per rotation.

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Facility Name: William Beaumont Army Medical Center

Name of Chief Executive Officer: Major General M. Ted Wong

Year Appointed: 2010

Number of beds	144
Average occupancy rate	51%
Average length of stay	3.3
Number of annual admissions	8,184
Number of outpatient visits/year	556,671
Number of ER visits per year	43,434

Clinical Service	Number of Beds	Avg Daily Census	Number of Students per Rotation	
			Your School's Medical Students	Visiting Medical Students
Internal Medicine	42	29	6	

Internal Medicine is the only clerkship that has plans to use this facility in the first year. The other services may develop experiences in this hospital in the future.

Academic Year 2010-2011

Facility Name: El Paso Psychiatric Center

Name of Chief Executive Officer: Zulema C. Carrillo

Year Appointed: 1998

Number of beds	74
Average occupancy rate	67.3
Average length of stay	23.75
Number of annual admissions	822
Number of outpatient visits/year	0
Number of ER visits per year	0

Clinical Service	Number of Beds	Avg Daily Census	Number of Students per Rotation	
			Your School's Medical Students	Visiting Medical Students
Psychiatry	74	68	7-10	0

No visiting students in the third year.

Psychiatry is the only clerkship in this facility.

e. Complete the following table for each ambulatory site that will be used for required medical student education:*

Site Name: TT Family Practice Center		Site Type**: Stand Alone clinic	
Course or Clerkship Offered	Academic Period (Year) When Offered	Duration (weeks)	Average # of Students per Rotation
Family Medicine	3	6	3-5
Family Medicine longitudinal experience	3	15	13-20

**If groups of doctors' offices or preceptorial sites are used, list the total number of such sites used for a given required experience. **Stand-alone clinic, large group practice (do not include individual physician offices)*

These numbers reflect the first two classes to rotate through the third year with approximately 39 and 60 students respectively. When the full complement of 100 students reaches the third year in 2014, there will be 8 students in each block of Family Medicine and 33 students doing the longitudinal experience. All students will not be in the Family Practice Center for their longitudinal experience. The students will have the choice of experiences in other sites. Each student has only one longitudinal experience.

Site Name: TT Physicians of El Paso		Site Type**: Large group practice	
Course or Clerkship Offered	Academic Period (Year) When offered	Duration (weeks)	Average # of Students per Rotation
Internal Medicine (Subspecialty clinic)	3	2	2-4
Pediatrics	3	8	7-10
Psychiatry	3	6	3-5
Psychiatry Longitudinal Experience	3		13-20
OB/GYN	3	8	7-10
Surgery – General	3	6	3-5
Surgery - Subspecialty	3	4	3-5

**If groups of doctors' offices or preceptorial sites are used, list the total number of such sites used for a given required experience.*

***Stand-alone clinic, large group practice (do not include individual physician offices)*

These numbers reflect the first two classes to rotate through the third year with 39 and 60 students respectively. When the full complement of 100 students reaches the third year in 2014, there will be 8 students in each block of Psychiatry and 33 students doing the longitudinal experience. In Pediatrics and OB/GYN there will be 17 students on each block in 2014. Surgery and Internal Medicine will have 8 students per rotation in 2014. All Students will not be in the Psychiatry clinic for their longitudinal experience. The students will have the choice of experience in other sites. Each students has only one longitudinal experience.

Site Name: Private Community Physician's offices		Site Type**:		
Course or Clerkship Offered	Academic Period (Year) When Offered	Duration (weeks)	Average # of Students per Rotation	
Family Medicine	3	2	2-4	
Family Medicine longitudinal	3	15	13-20	
Psychiatry longitudinal	3	15	13-20	

**If groups of doctors' offices or preceptorial sites are used, list the total number of such sites for a given required experience.*

***Stand-alone clinic, large group practice (do not include individual physician offices)*

ER-7. A hospital or other clinical facility that serves as a major site for medical student education must have appropriate instructional facilities and information resources.

Appropriate instructional facilities include areas for individual student study, for conferences, and for large group presentations (lectures). Sufficient information resources, including library holdings and access to other library systems, must either be present in the facility or readily available in the immediate vicinity. A sufficient number of computers are needed that allow access to the Internet and to other educational software. Call rooms and lockers, or other secure space to store personal belongings, should be available for student use.

a. Complete the following table for each clinical facility that will be used for any required core clerkship. Check the appropriate columns indicating if the listed resource will generally be available to students during the clerkship.

Facility Name (list)	(check)						
Family Medicine	Library	Lecture or Conference Room(s)	Study Areas	Computers	Call Rooms	Shower or Changing Area	Lockers
University Medical Center	X	X	X	X	X	X	X
William Beaumont Army Medical Center	X	X	X	X	X	X	X
El Paso Psychiatric Center	X	X	X	X	X	X	

b. Comment on the adequacy at each site of the educational resources checked above, and the adequacy of library and information technology services (Internet access, library holdings, interactive databases, etc.) at each site.

All clinical instructional sites have conference and other instructional rooms that may be used by medical students and their instructors for formal presentations and for individual or group study. Students are able to utilize the educational resources in the Medical Education Building during any of their rotations.

The TTUHSC libraries have an extensive collection of traditional resources, plus a wide array of electronic databases, electronic journals, and electronic books. These electronic resources are made available to students on-site and through the use of a proxy server. Connectivity for students at rotation sites is constantly monitored by Information Technology personnel at each hospital, TTUHSC Information Technology, and the TTUHSC Library System Information Technology office.

ER-8. Required clerkships should be conducted in health care settings where resident physicians in accredited programs of graduate medical education, under faculty guidance, participate in teaching the students.

It is understood that there may not be resident physicians at some community hospitals, community clinics, and the offices of community-based physicians. In those cases, medical students must be adequately supervised by attending physicians.

No additional information is required for this item.

Refer to responses for standard IS-12-A.

ER-9. There must be written and signed affiliation agreements between the medical school and its clinical affiliates that define, at a minimum, the responsibilities of each party related to the educational program for medical students.

Written agreements are necessary with hospitals that are used regularly as inpatient sites for core clinical clerkships. Additionally, affiliation agreements may be warranted with other clinical sites that have a significant role in the clinical education program.

Affiliation agreements should address, at a minimum, the following topics:

- The assurance of student and faculty access to appropriate resources for medical student education.*
- The primacy of the medical school over academic affairs and the education/evaluation of students.*
- The role of the medical school in appointment/assignment of faculty members with responsibility for medical student teaching.*
- Specification of the responsibility for treatment and follow-up when students are exposed to infectious or environmental hazards or other occupational injuries.*

If department heads of the school are not also the clinical service chiefs at affiliated institutions, the affiliation agreement must confirm the authority of the department head to assure faculty and student access to appropriate resources for medical student education.

The LCME should be advised of anticipated changes in affiliation status of a program's clinical facilities.

ER-10. In the relationship between the medical school and its clinical affiliates, the educational program for medical students must remain under the control of the school's faculty.

Regardless of the location where clinical instruction occurs, medical school department heads and faculty must have authority consistent with their responsibility for the instruction and evaluation of medical students.

The responsibility of the clinical facility for patient care should not diminish or preclude opportunities for medical students to undertake patient care duties under the appropriate supervision of medical school faculty and residents.

The Paul L. Foster School of Medicine has three affiliated institutions which are used regularly as inpatient sites for core clinical clerkships. The three affiliated institutions are; R.E. Thomason General Hospital which was just renamed University Medical Center – El Paso; El Paso Psychiatric Center (EPPC); and William Beaumont Army Medical Center (WBAMC). Each institution has a written and signed affiliation agreement with the school.

a. For each clinical teaching site where students will take one or more required core clerkships* insert a copy of the current affiliation agreement with the medical school in the appendix.

Affiliation agreements for University Medical Center, El Paso Psychiatric Center and William Beaumont Army Medical Center are attached in Section V, Appendix 3-a, b and c. In reference to the new Children's Hospital the affiliation agreement will specifically address and grant the school the required assurances.

b. If not explicitly defined in the affiliation agreements describe the mechanisms in place (whether formal or informal) at each site to assure the medical school's authority to conduct educational activities for its students.

At University Medical Center, PLFSOM department heads also serve as clinical service chiefs. The affiliation agreement grants assurance to the medical school of student and faculty access to appropriate resources, the primacy of the medical school over academic affairs and evaluation of students, the role of the medical school in faculty appointments, and specifies responsibility for treatment and follow-up if students are exposed to infectious agents or other hazards.

At El Paso Psychiatric Center PLFSOM department heads do not serve as clinical service chiefs. However, the affiliation agreement does explicitly acknowledge student and faculty access to educational resources and the primacy of faculty responsibility in supervising and evaluating students. This agreement will need to be amended to specify responsibility for treatment and follow-up if students are exposed to infectious agents or other hazards.

At William Beaumont Army Medical Center PLFSOM department heads do not serve as clinical service chiefs. The affiliation agreement implies agreement with the requirements specified in the annotation to this standard, but will need to be amended to explicitly acknowledge the primacy of the school's faculty in supervising and evaluating students.

All extant affiliation agreements are being amended to better specify the PLFSOM expectations regarding the learning environment and the "Compact between teachers and learners."

*Does not include subspecialty or widely dispersed, purely ambulatory clerkships (e.g., at individual preceptor offices).

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.

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 director.

Rebecca Ruddock has been with the TTUHSC Delia Montes-Gallo Library of the Health Sciences in El Paso since 1993 and was appointed as the Associate Director of the Library in 2004. For issues related to the Paul L. Foster School of Medicine she reports to the Dean of the School. For issues related to the Central Library, and its support systems, she reports to Richard C. Wood, who is the Executive Director of Libraries for TTUHSC in Lubbock. With the establishment of the Paul L. Foster School of Medicine, library support for the El Paso campus has changed somewhat to meet the specific needs of the School of Medicine. The library on the El Paso campus has historically been in place to support the clerkship years of the medical school curriculum, and the needs of approximately 205 residents in some 9 residency programs, plus a transitional year program. Collections are now in place to support the full four-year program leading to the M.D., expanded residency program needs, and the needs of basic sciences instructors and researchers. The El Paso library now also serves a School of Nursing that has recently been added to the campus.

For the Information Technology component, Jerry Rodriguez is the Assistant Vice President, Information Technology, TTUHSC-EP. For issues related to the Paul L. Foster School of Medicine Mr. Rodriguez reports to the Dean on technology projects, customer/student support, classroom support and other technology related issues affect medical education on the El Paso campus. For issues which are system-wide or School issues which affect the entire System, Mr. Rodriguez has an indirect reporting line to Dr. Chip Shaw, Vice President of Information Technology, who resides at the Texas Tech University Health Sciences Center Lubbock campus, on technology projects such as the Wide Area Network infrastructure, Internet connectivity, e-mail, webct, web development and other systems. Mr. Rodriguez has served for the TTUHSC's El Paso campus since 1997 and oversees all sections within the I.T. division to support the Paul L. Foster School of Medicine and the other components within the TTUHSC El Paso campus.

The Information Technology division is separated into three main components (Information Services, Technology Services and Network Services). These components form the backbone of the I.T. support for the El Paso campus and the Paul L. Foster School of Medicine.

The Information Technology division currently has approximately fifty employees supporting the El Paso campus operations. Of those fifty employees there are four PC Technicians, three Audio Visual technicians, three analysts, two help desk specialists, one Manager and one Associate Director directly supporting the Paul L. Foster School of Medicine. There is also an infrastructure of support to the School of Medicine such as Network Services, which has a staff of five server specialists and the Programming

Section which has seven programmer analysts on staff. The other remaining I.T. staff support the clinical and research components of the El Paso Campus. including remote sites.

b. Briefly summarize any campus-wide or consortium agreements that extend the library's access to information resources. 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. All budgeting, ordering, processing, accessioning, and cataloging services for the system are performed at the Lubbock campus site. The PLFSOM supports approximately \$700,000 of the operating budget for the El Paso library. For convenience, these funds are sent to the central library so there is one budget for the library.

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 grant the library system consortium price purchases for access to resources that might otherwise not be affordable.

Most of the local hospitals no longer provide extended library services to their staffs, so they contract with the El Paso library to provide information services (literature search requests, interlibrary loan requests, reference services, etc.) to their staffs. Site visits and orientations are conducted on an "as needed" basis.

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?

Currently, Texas Tech University Health Sciences Center El Paso and University Medical Center are passing information and data via the network connection between the two institutions. There is continuing dialogue with University Medical Center to develop a redundant network connection within the two institutions and thus eliminate this problem. Both institutions' Information Technology

departments meet periodically to discuss network connectivity issues and to discuss contingency plans in the case of further network disruptions.

The Information Technology’s network support for medical education consists of a wired network infrastructure to all auditoriums and classrooms through fiber optic connectivity at a rate of 100 (mbps). Also, all Texas Tech University Health Sciences Center El Paso buildings are wired to provide wireless connectivity at a rate of 54 (mbps). This allows all faculty and students to connect to the TTUHSC El Paso network within the buildings if necessary. The IT network section consists of five-network specialists, which provide assistance in the case network connectivity issues arise.

d. Complete the following table, as appropriate, for the library and information technology services units:

The Delia Montes-Gallo Library of the Health Sciences located in the Academic and Educational Center (AEC) houses the clinical collection, computer lab, and study spaces. The basic sciences collection, administrative offices, electronic support, study space including study rooms and carrels, and audiovisual support are housed in the Medical Education Building (MEB). The two library locations will maintain the same hours except the library in the Academic and Educational Center (AEC) closes at 10:00pm and the MEB library closes at 11:00pm. The library portion of the table below reflects the composite of these two library sites.

	Library	Info. Technology Services
Total user seating	186	-
Number of photocopiers	4	0
Audiovisual services (yes or no)	Yes	Yes
Number of small-group study rooms	6	8
Number of individual carrels available to medical students	22	-
Number of public workstations	32	10
Number of computer classrooms	1	1
Total number of seats in computer classrooms	10	66
Network connections available in computer classrooms? (yes or no)	Yes	Yes

e. Complete the following table showing library collections for the current and preceding academic year:

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

	Current Year	One Year Ago
Total current journal subscriptions (all formats)	20,169	12,743
Total journal subscriptions (print only)	434	1,277
Number of book titles (all formats)	128,530	116,745
Number of book titles (print only)	85,752	83,252
Number of databases	566	189
Number of external documents provided to users	8,723	7,107
Total collection expenditures	2,278,434	2,104,390

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 units 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:

	Library	Info. Technology Services
Professional staff	4	11
Technical and paraprofessional staff	1	20
Clerical support staff	6	4
Student or hourly support staff	10	1

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

The TTUHSC library in El Paso is 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. The El Paso librarians are active in several professional organizations, including the Medical Library Association (MLA), the South Central Chapter of the MLA (SCC/MLA), the National Network of Libraries of Medicine South Central Region (NN/LM SCR) and the Border Regional Libraries Group (BRLA). In addition to attending regional and national meetings, librarians participate in continuing education opportunities including courses offered by the National Library of Medicine, especially those offered online.

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. The El Paso librarians are active in promoting health information resources such as PubMed, MedlinePlus, ClinicalTrials.gov, etc. at local exhibits, symposiums, health fairs and associational meetings such as the Southwest Association of Hispanic American Physicians (SWAHAP).

TTUHSC Information Technology staff is continuously receiving updated training and information from various sources. The PC technicians have been certified on Mac computers and are A+ certified as well

as Net + certified to provide professional support for trouble shooting PC's and Mac Computers. The A+ certification is a national test which measures competency for a PC technician. The Net + certification is also a national test which measures competency skills for network specialist. Other network specialists are also certified in Microsoft Server hardware and Microsoft Engineering techniques. The Information Technology department continuously assesses the need for added training as new technology is introduced in our industry. PC Technicians and Network specialists are sent to proper hardware and software training classes to keep up with new technology.

c. Describe how the library and information technology services units support medical education, both individually and jointly. How do they interact with other education support units (e.g., office of medical education or curriculum planning group)? Describe in what ways library and information technology staffs are involved in curriculum planning and curriculum delivery. For example, does library staff teach in any required courses for medical students?

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. 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. The librarians instruct three different sessions during the Faculty Development Course and teach sessions in the clerkships for Internal Medicine and Surgery. They are also heavily involved in the evidence based medicine portion of the Internal Medicine OSCE prep classes and the actual examination. In addition, 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.

The Associate Director of the El Paso library communicates frequently with the Director of Student Affairs to discuss needs/concerns regarding the library and medical students. For instance, the need for expanded hours during examination weeks. Suggestion forms for resources are available at each circulation desk so faculty and students may suggest items for purchase.

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 85,000 textbooks that are all available for free checkout to PLFSOM students. The libraries have nearly 43,000 electronic books and close to 20,000 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).

The El Paso Library committee meets every other month to discuss library-related matters. The committee is composed of faculty representing the schools on the El Paso campus. Currently, those are the PLFSOM and the School of Nursing. Students and residents also have representation on the committee.

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

d. Describe how the library and information technology services units:

Address institutional needs for quiet and collaborative group and individual study

Provide public access workstations and printing

Provide wireless and wired network access for individual and group study, and for research

The two sites of the Delia-Montes Gallo Library of the Health Sciences at El Paso have six enclosed group study rooms, several tables used for small study groups and twenty-two individual study carrels. Additional seating is provided for reading. Usage is quite heavy throughout most hours of operation. Between the two sites, thirty-one 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. All study desks and group study rooms have hardwiring for computer hook-up. Additionally, the entire facility has wireless access.

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

The Delia-Montes Gallo Library of the Health Sciences at El Paso is open a total of 100.5 hours per week between the two physical sites. Scheduled hours are: (AEC) Monday through Friday 7:30 a.m.–10:00 p.m.; Saturday 10:00 a.m.–10:00 p.m.; Sunday 1:00 p.m.–10:00 p.m. (MEB) Monday through Friday 7:30 a.m.–11:00 p.m.; Saturday 10:00 a.m.-11:00 p.m.; Sunday 1:00 p.m.-11:00 p.m. Access to the Library's online databases, electronic journals, and electronic books is available twenty-four hours a day, seven days a week. Library computers are available during library hours only. Hours are extended as needed during examination weeks. All students are provided a laptop computer at matriculation.

f. Describe the methods used to provide faculty members, residents, 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