

**Texas Tech University**  
**Health Sciences Center**

**School of Medicine**  
**Medical Student Handbook**  
**July 2016**

**Section I. Student Affairs**

**Section II. Student Services, Registrar and Financial Aid**

**Section III. Curriculum**

***The Texas Tech University Health Sciences Center School of Medicine reserves the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time without prior notice. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, or the TTUHSC School of Medicine.***

# About This Student Handbook

This handbook contains information that will be helpful to students as they progress through medical school. Students are encouraged to keep this handbook and refer to it often. Students are responsible for being aware of school policies and must agree to abide by them. The School of Medicine reserves the right to make changes to the information and policies contained herein at such times as it deems appropriate. Students will immediately be informed in writing of any substantive changes in the policies of the School of Medicine.

This School of Medicine Office of Student Affairs Medical Student Handbook and the Texas Tech University Health Sciences Center Student Affairs Handbook can both be found online.

## **School of Medicine Office of Student Affairs Medical Student Handbook**

<http://www.ttuhsoc.edu/som/studentAffairs/>

## **TTUHSC Student Affairs Handbook (from the TTUHSC Office of Student Services)**

<http://www.ttuhsoc.edu/students/current>

# SECTION I. STUDENT AFFAIRS

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# Office of Student Affairs

## **Mission Statement**

The mission of the Office of Student Affairs on all campuses is to provide academic support and career guidance for medical students, and to do so in a supportive environment that enables students to have a positive experience at Texas Tech School of Medicine.

The goal of each office is for every medical student to be successful and to develop professional skills and personal relationships that will last a lifetime. As student advocates, the Student Affairs staff work to ensure that the students' rights are protected and that all students are treated fairly.

# Office of Student Affairs Personnel

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## Services Provided by Student Affairs

The School of Medicine Office of Student Affairs provides a number of services for medical students. The Lubbock SOM Student Affairs Office is located in room 2B131 and is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. Among the functions of the Student Affairs Office:

- Serve as student advocate and act as a liaison between students and faculty
- Ensure that students are treated fairly and in accordance with institutional policies
- Provide individual career counseling and present career workshops
- Handle Electronic Residency Application Services (ERAS)
- Handle Visiting Student Application Service (VSAS)
- Handle National Resident Match Program (NRMP)
- Present residency workshops
- Write Medical Student Performance Evaluations (Dean's Letters) for MSIV students
- Schedule MSIII clerkships and administer MSIV elective/selective program
- Facilitate activities for the Student Promotions and Professional Conduct Committee
- Facilitate activities for the Student Affairs Committee
- Handle requests for leaves of absence
- Provide personal counseling and/or refer to outside resources
- Carry out MSI and MSIII orientation, Match Day activities and Graduation
- Hold informational class meetings
- Work with class officers in meeting needs of students
- Monitor academic performance and provide academic assistance
- Hold workshops for improving academic performance
- Hold workshops for preparing for USMLE Step 1
- Authorize USMLE Step applications
- Maintain library of review books for student check-out
- Design, maintain and update SOM social media presence

- Provide beverages, snack and a place for students to relax Request hospital EMR record access on behalf of students
- Assign students to OR certification courses
- Assign scrub access codes to students

### **Career Planning Services**

Choosing a medical specialty is a critical but often difficult decision for students to make. Although many students enter medical school with ideas about their future specialty, studies show the vast majority of those students will change their minds before graduation.

We have a number of resources available to you to help you make the best decisions possible based on your interests, aptitudes and competitiveness. Students often don't know where to start, but the AAMC has developed a self-paced program to guide students through the process. The Careers in Medicine Program ([www.aamc.org/cim/](http://www.aamc.org/cim/)) is a key component in our school's career advising program.

### **Career Planning Resources**

- **Membership in the Student Specialty Clubs** is open to all School of Medicine students.
- **The Student Affairs Officers** on each campus also serve as career advisors. In addition to working with clinical faculty acting as career advisors, students are also strongly encouraged to meet with Student Affairs officers to discuss career plans. Third year students are required to meet regularly with the Student Affairs Assistant Deans on each campus for career advising. Student Affairs holds special meetings to provide information and instruction to students about the residency application process including the National Resident Matching Program (NRMP) and the Electronic Residency Application Service (ERAS).
- **A clinical faculty mentor** is assigned to each third and fourth year medical student. Students are required to meet with their mentors several times per semester.

- **Faculty facilitators** in the Physicians, Patients and Populations courses (Year 1 and Year 2) also serve as career advisors. At least one small group session per year is devoted to career planning.
- **Residency Planning Workshops** are held for MSIII students starting in July. These workshops include a panel of SOM residency program directors as well as tips on writing personal statements and curriculum vitae, and preparing for interviews.
- **The Office of Student Affairs website** contains links to resources for career planning advice and information on choosing a medical specialty.
- **The Careers in Medicine program** sponsored by AAMC is a longitudinal program of career exploration and decision-making that spans all four years of the medical curriculum. Designed for students to be able to use on their own, the Careers in Medicine program is incorporated into the SOM's overall longitudinal career advising program.

Students are given access to the Careers in medicine website that includes sections entitled **Understand Yourself, Explore Options, Choose a Specialty, and Land a Residency**. Below is a Careers in Medicine timeline that shows you what you should be doing at each step of the way.

## Careers in Medicine Timeline

### M1

- Orientation to Careers in Medicine (CiM)
- Connect with an advisor or mentor

### Understand Yourself

- Attend CiM workshops at your school
- Begin taking [self-assessments](#) on the CiM website

### M2

- Complete self-assessments
- Review your [assessment results](#) with your advisor

### Explore Options

- Begin gathering basic information about [specialties](#) of interest
- Attend specialty interest groups and panels at your school
- Conduct [informational interviews](#) or participate in preceptorships
- Compare your assessment results to the information you've gathered about specialties
- Plan your [third-year schedule](#)
- Take USMLE® Step 1

### M3

- Begin clinical rotations; record your reflections on the [Clinical Rotation Evaluation](#)
- Review [competitiveness data](#) to assess your qualifications
- Join appropriate specialty associations and organizations

### Choose a Specialty

- Meet with your advisor to discuss your top specialty preferences
- Complete the [Specialty Indecision Scale](#) if you're having difficulty making a specialty decision

### Land a Residency

- ERAS opens for applicants (spring)
- Register with [ERAS](#) and begin preparing residency application materials
- Request [letters of recommendation](#) from faculty in your chosen specialty(ies)

### M4

- Research residency training programs through the [AMA's FREIDA Online](#)
- Pinpoint your preferences using the [Residency Preference Exercise](#)
- Begin reviewing and comparing [residency programs](#)
- Register with the [National Resident Matching Program®](#) for the Main Residency

## Match

- Register for early Match programs, if applicable
- Begin applying to programs and transmitting applications through ERAS (September 15)
- Take USMLE Step 2
- Medical Student Performance Evaluation (MSPE) released (October 1)
- Interview with residency programs
- Rate programs using the [Residency Preference Exercise](#)
- Early Match deadline (early–mid January)
- Rank your selections for the NRMP Main Residency Match (late February)
- Match Day (third Friday in March)

[www.aamc.org/cim/337658/cimtimeline.html](http://www.aamc.org/cim/337658/cimtimeline.html)

# Moving Reimbursement

Limited funds are available to help defray the cost of moving. This assistance is in the form of reimbursement and cannot exceed the maximum amount allowed for each student.

## Guidelines for reimbursement:

- **You must submit original receipts in order to be reimbursed.** The HSC Office of Accounts Payable WILL NOT reimburse without original receipts – **NO COPIES!**
  - The receipt must show how it was paid (by credit card, cash or check) and must show a zero balance.
  - If you are sharing services with someone, make sure the movers, etc give you 2 receipts (one for each half of the bill – just like splitting a bill in a restaurant).
- **Reasonable moving expenses:**
  - Moving van rental cost, minus refund of deposit
  - Storage rental unit (only if incurred in transit)
  - Moving supplies (boxes, tape, rope, etc.)
  - Rental of appliance dolly and furniture pads
  - Your actual expenses, such as the amount you pay for gas and oil for your personal car, if you keep an accurate record of each expense **OR** \$0.23 per mile
- **The following items will NOT be reimbursed:**
  - Cable hook-up fees
  - Telephone installation fees
  - Prorated rent on old or new apartment
  - Damage/breakage to furniture or belongings
  - Any moving equipment permanently attached to personal vehicle (trailer hitch)
  - Purchase of equipment or tools
  - Payment for cleaning service to clean apartment at move out
  - Non-refundable pet deposit
  - Pre-move house or apartment hunting
  - Return trips to former residence
- **Only one round trip for moving will be reimbursed, so if you move on several weekends only one weekend/round trip will be reimbursed.**

Students requesting payment or reimbursement for moving expenses should read HSC OP 72.18 (f – moving expenses) or Publication 521 (<http://www.ttuhs.edu/hsc/op/op72/op7218.pdf>) for important tax information, a list of allowable (deductible) and non-allowable (non-deductible) expenses, and examples.

## Academic Assistance

A major function of the Office of Student Affairs & Department of Medical Education is promoting academic success by helping students maximize their academic potential. There are a number of resources that are available for medical students experiencing academic difficulty or wishing to improve their academic performance. Some of the resources include:

- Confidential, individual academic advising. Advising may include identification of factors negatively impacting academic performance, assessment of learning style, and assistance with practical learning strategies such as time management, test-taking skills, and active learning techniques. Allison Perrin, M.S., LPC, Director of Student Affairs, (806) 743-3005 is available for individual consultation by appointment.
- The Learning and Study Skills Assessment (LASSI) is administered to all incoming first year medical students to assess awareness and use of learning and study strategies.
- Library of a variety of review books and study guides for basic and clinical science courses and resources for USMLE Step 1 and Step 2 preparation. The library is located in 2B131 and books are available for check-out.
- Workshops and individual advising for USMLE Step 1 preparation.

### USMLE Preparation

**The best time to begin preparing for Step 1 is the first day of class in Year 1.** The number one comment from students who took Step 1 is *“I should have studied more during the first 2 years – tell MSIs to start studying during first year.”* Questions on the USMLE Step 1 exam have evolved from mainly recall type questions to vignette style questions that require critical thinking and integration of several different topics. The new more integrative systems-based curriculum will require students to approach learning in much the same fashion, so the curriculum delivery system in itself will help prepare students for Step 1. Other resources include:

- Workshops to identify study resources
- Small group study and question analysis
- NBME Comprehensive Basic Sciences Examination

- Student Affairs library
- Individual counseling sessions
- Information about outside prep courses and reviews

# Student Organizations

The School of Medicine and the TTUHSC have numerous organizations in which students may participate. The HSC Office of Student Services supervises all student organizations. The School of Medicine Office of Student Affairs officers are also available to provide assistance and guidance to any of the medical student organizations.

## Student Government

**Medical Student Government (MSG):** The purpose of this organization shall be to organize and direct the affairs of the students of the school of medicine and to provide a source of communication between the students body, faculty, alumni, professional organizations, or any other body should such communications be necessary.

## Other Medical Student Organizations

**Advocates for Special Needs Athletes:** Advocates for Special Needs Athletes is a student group at the Texas Tech University Health Science Center. We are a non-profit organization dedicated to funding and providing all people with special needs the opportunity to participate in and develop through athletics, competition, and a commitment to health. Our mission is to improve interactions with future healthcare providers and individuals with special needs along with providing financial support to West Texas special needs athletes.

**American Geriatrics Society:** The purpose of this organization (as found on The TTUHSC Garrison Institute on Aging website) shall be to enhance the visibility of geriatric medical care, and to provide educational programs on geriatric health care. Student chapters work toward the goal of the Society with particular emphasis in:

1. Encouraging interest in geriatrics among faculty and students in various health care professions concerned with the care of the elderly.
2. Advocating interprofessional curriculum development in the Health Sciences Center schools, including geriatrics in the general curriculum and in elective course offerings and interprofessional programs.
3. Developing educational opportunities in geriatrics and making them accessible to interprofessional audiences at the TTUHSC practicing health professionals throughout West

Texas.

4. Promoting educational activities throughout West Texas and TTUHSC's network.

**American Medical Student Association (AMSA):** American Medical Student Association (AMSA) is the oldest and largest association of medical students. The objectives of this organization shall be to: promote the purposes and principles of AMSA at the Texas Tech University School of Medicine (TTUSOM) and the areas served by it; provide a forum for participation in and input into the national AMSA by students at TTUSOM; promote the active improvement of health care and health care delivery to all people, especially in the areas served by TTUSOM; to work for the enhancement of the quality of life and education of all TTUSOM students; involve its members in the social, moral, and ethical obligations of the profession of medicine; assist in the improvement and understanding of local, national, and world health problems; and to advance the profession of medicine. AMSA will seek to be inter professional and encompass all areas of medicine, while partnering with Texas Tech University AMSA and maintaining networking relationships.

**AMWA (American Medical Women's Association):** The objectives of the AMWA are to bring together women medical students and physicians; to promote their education and training; to educate them and the public on the health issues of women; to encourage women to study and practice medicine; to ensure them equal opportunity to do so; to cooperate with other organizations having comparable interests; and to support medical relief services.

**American Physician Scientists Association:** The American Physician Scientists Association (APSA) is a national organization dedicated to addressing the needs of future physician scientists with respect to their training and career development. Our chapter is run by students and seeks to deepen the connection between medical practice and basic science at TTUHSC. To achieve this goal, we hold biannual meetings with invited speakers – bringing novel research to students – and foster collaboration between medical students and research faculty. We are affiliated with the national APSA organization, which conducts annual meetings attended by notable members from a wide array of fields.

**Anesthesia Club:** The purpose of this organization shall be to promote and enhance the understanding and appreciation of current and future topics and procedures in anesthesia via lecture and open forum discussion.

**Barbershop Health Check:** Barbershop Health Check was formed by medical students who noticed a growing gap in health education and primary care availability in low income neighborhoods across Lubbock. Our monthly medical student volunteers go in barbershops and check blood pressures of patrons and barbers, and hand out educational materials about hypertension and diabetes mellitus. We also volunteer biweekly at Lubbock Salvation Army, and with the South Plains Food Bank, to check blood glucose and blood pressure there as well. Dean Berk directly supports this program and is a champion for bettering the health of those in the Lubbock community who sometimes get left behind. Barbershop Health Check is a terrific opportunity to put what we learn in the classroom into practice while having a lasting impact on underserved populations.

**Bhakti Hindu Student Council:** May discussions and sharing of knowledge enrich every individual to realize the ultimate goal of Hinduism: the enlightenment and not give rise to hostility. The Texas Tech University and Texas Tech University Health Sciences Center Hindu community provides opportunities for understanding Hindu religion, dialogue, leadership, addressing of issues affecting Hinduism, community service, and celebrations of festivals. This mission is accomplished through bi-monthly meetings (tentatively scheduled on Saturday at 10 am).

**Business in Healthcare Club (BIHC):** The Business in Healthcare Club aims to inform students at the Texas Tech University Health Sciences Center of the importance of understanding sound business practices as a professional healthcare provider. By utilizing a lecture series from business professionals in healthcare, this club serves as a bridge between students and the realities the students will face upon completion of their degrees.

**Christian Medical and Dental Association (CMDA):** To aid Christian physicians, dentists, medical and dental students and others in the medical and dental professions to gain mutual strength, encouragement, and blessings to be attained in meeting one another, to present a

positive witness of God our Father and our Savior Jesus Christ to the medical and dental professions, and to emphasize the essential duty and privilege of every Christian to take a definite interest and share in world-wide evangelism.

**Dermatology Interest Group:** Provide a forum for communication between students, residents, and faculty physicians on topics pertinent to a career in dermatology, build a network for collaboration on projects and service activities related to dermatology, and foster a supportive environment for students considering a career in dermatology.

**Emergency Medicine Club:** The purpose of this organization shall be to promote and enhance the knowledge and understanding of current and future topics and procedures in emergency medicine via lecture, hands on experience, open forum discussion, and newsletters.

**Empathy and Advocacy Book Club:** The Empathy and Advocacy Book Club seeks to use literature to enhance the student experience of medical school. As a group, we select two books to read each year and we use these books to explore themes common to the human experience and to medicine.

**Family Medicine Interest Group (FMIG):** The Family Medicine Interest Group (FMIG) exists: a) to give medical students exposure to the diverse field of family medicine early on in their training; b) to encourage interested students to consider a career in family medicine; c) to educate students about family medicine; and d) to provide more information about the innovative FMAT (Family Medicine Accelerated Track) program available at TTUHSC School Of Medicine.

**Gay-Straight Alliance:** The TTUHSC Gay-Straight Alliance provides support for the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community through advocacy and education geared towards eliminating healthcare disparities within our community.

**Global Health Alliance:** The Global Health Alliance is an interprofessional student organization that aims to provide education about and access to opportunities for medical, nursing, and allied health students to study and work in cultures outside their own. Through structured activities and lectures the organization strives to promote awareness of current events in global health and to encourage activism among the students, faculty, and staff of TTUHSC.

**Impact Free Clinic:** The Free Clinic is a student-run clinic that serves the uninsured working poor and homeless in Lubbock. It offers an excellent interprofessional and casual learning

environment in which medical students can get early hands-on clinical experience. Medical students work with TTUHSC physicians, nurses, pharmacists, and social workers to provide the best care for patients. We have normal clinic hours every Wednesday as well as a variety of specialty events, such as Women's Health Day and the Blood Drive Workshops.

**Integrative and Complementary Alternative Medicines:** The purpose of the ICAM club is to provide students with didactic lectures and interactive workshops in which to explore non-allopathic modalities of medicine and healing. ICAM aims to broaden our horizon of possibilities of how to care for a patient by providing exposure to awareness of evidence based methods in the Integrative Medicine Modalities.

**Internal Medicine Club:** The purpose of this organization is to provide a lecture series to its members in order to educate them about the field of Internal Medicine and its subspecialties, utilizing local and area physicians who speak about their practice.

**Interprofessional Ambassadors:** Interprofessional Ambassadors (or IPA) is an organization dedicated to enhancing communication, understanding, and cooperation between the myriad healthcare professions. Open meetings, events, and guest speakers are just some of the methods used to reach students and professionals from all the TTUHSC schools.

**The Latino Medical Student Association (LMSA):** unites and empowers medical students and allied health professionals through service, mentorship and education to promote the health of the Latino community. This organization is aims to build community amongst those who identify as Latino and those who are interested in health in the Latino community. The primary purposes are as follows:

- 1 Foster close ties among students and health professionals through networking events.
- 2 Community involvement for the purpose of strengthening working relationships with community groups with the overall aim of benefitting the community.
- 3 Educate and sensitize the health community to the specific needs of the Latino community
- 4 Support and encourage prospective health professions school applicants throughout the admissions process.

**Lubbock City Lights:** Lubbock City Lights is a charitable event organized by the Texas Tech University Health Sciences Center School of Medicine first-year class. Every year, philanthropic events are held to directly benefit local charities. By giving back to the community in which we are being trained as physicians, the first-year class of the School of Medicine hopes to share in the spirit of selfless service and charity that defines the medical profession. LCL is a class-wide fundraising effort organized by a Planning Committee. Money is raised through an annual charity ball and special event.

**Medical Ethics and Humanities Society (MEHS):** The purpose of the Medical Ethics and Humanities Society is to enlighten medical students on issues in the arts, ethics, humanities and spirituality. MEHS now offers a four year ethics, humanities, and spirituality certificate program to allow students to explore other non-scientific areas of medicine in addition to their four year medical degree. In addition to the four year certificate program, individual annual certificates can be earned in ethics, humanities, and spirituality which consist of attending monthly meetings given by guest lecturers from TTU and TTUHSC faculty on various topics. MEHS is part of the TTUHSC Center for Ethics, Humanities and Spirituality which also includes such groups as Music Care and encourages partnerships with other TTUHSC organizations.

**Medical Spanish Club:** The Medical Spanish Club develops a Spanish curriculum for those who have interest in learning Medical Spanish. The curriculum includes the necessary materials and opportunities to practice gained skills in order to communicate with Spanish speaking patients.

**Medical Students for Choice:** Despite the numbers clearly indicating that abortion is one of the most common medical procedures, medical students are not being trained to provide them. Ensuring that physicians are prepared to meet the needs of their patients is part of our mission. So Medical Students for Choice has fought to make reproductive health care, including abortion, a standard part of medical education and residency training through providing direct opportunities for family planning education and empowering physicians in training to take control of their education.

**Medical Student Service Organization:** The MSSO will organize community service opportunities for health science students; help support and coordinate existing community

service projects of other organizations; encourage communication among the individual organizations that have a volunteer committee or chair; promote volunteerism and camaraderie and spread awareness of the medical school to the community.

**MusiCare:** The purpose of the organization is to provide a collaborative forum for HSC student current and former musicians to remain active with their music appreciation among our peers and within the community. This organization seeks to assemble ensembles to perform at various HSC and community events throughout the school year.

**OB/GYN (Obstetrics/Gynecology Club):** The OB/Gyn Club exists: a) to give medical students exposure to the field of obstetrics and gynecology in the early years of their training; b) to encourage interested students to consider a career in OB/GYN; and c) to educate all students about obstetrics and gynecology.

**Oncology Interest Group:** The Oncology Interest Group is a student organization focused on cancer related topics, community service opportunities, shadowing opportunities, research opportunities, as well as exposure to the different fields involved in caring for oncology patients. In addition, the club provides lunch meetings with guest speakers from a variety of subspecialties in oncology and hopes to engage the students to cancer related events and opportunities.

**Ophthalmology Club:** The purpose of this organization is three-fold: 1) to cultivate an encouraging atmosphere and effective network for students interested in a career in Ophthalmology; 2) to facilitate communication between students and physicians (both residents and faculty) for shadowing, mentoring and other instructive opportunities; 3) to provide a forum of discussion on matters related to medical practice and research in the field of Ophthalmology.

**Orthopaedic Club:** The purpose is to educate its members about the field of orthopaedic surgery through interaction with physicians and residents during club meetings.

**Otolaryngology Club:** The Otolaryngology Club is a group of medical students who have assembled with an interest in Otolaryngology (a.k.a. ears, nose, and throat or ENT). We seek to provide an introduction to the field of Otolaryngology and its subspecialties to students within the TTUHSC community in four ways. They are: 1) having informational club meetings to

enlighten students about the various ENT subspecialties and other facets of an ENT practice, 2) facilitating students' knowledge and power to attain research experiences in otolaryngology, 3) matching students with Otolaryngology physicians to work with in the clinic and operating room, and 4) helping students develop ENT skills and knowledge through meaningful activities.

**Pediatrics Club:** To familiarize the students with the specialty of pediatrics and opportunities in the field, to provide information from professionals in the field of pediatrics on current issues and topics, such as diseases, treatments, problems, and new procedures; to provide opportunities to gain first-hand experience by spending time with physicians in various areas and work situations, such as work rounds and on-call duties; to provide information and recommendations for preceptorships in pediatrics; to help prepare for residency by gaining exposure to the field and becoming acquainted with the faculty; to provide a support group for students attending this medical school; to provide a learning opportunity for students to interact with other professionals in a professional manner; and to represent TTUHSC School of Medicine as an active, informative, professional organization, dedicated to the field of pediatrics.

**Plastics and Reconstructive Surgery Club:** The plastics and reconstructive surgery club purpose is to be a liaison between the students and medical professionals in an attempt to educate its members about this specialty. By helping members gain knowledge about the path towards the plastics and reconstructive surgery, we hope to aide their journey as much as possible, as well as educate people to the nuances of this profession.

**Preventive Medicine Club:** The Preventive Medicine Club is dedicated to educating first- and second- year medical students about preventive care in medicine. This includes lectures and activities designed to promote discussion about nutrition, exercise, sleep, mental health, and the relevance of preventive medicine to healthcare. The club and elective also promote community involvement by offering volunteer opportunities with organizations like Lubbock Impact, the Rainbow Nutrition Program, and the Salvation Army.

**Psychiatry Interest Group (PsylG):** Psychiatry Interest Group (PsylG) aims to provide educational opportunities to medical students interested in the field of psychiatry, to connect

students with physician mentors for shadowing experiences, and to raise mental health awareness through service to the Lubbock community.

**Radiology Interest Group:** RIG is a TTUHSC organization that exists to provide information to medical students about the growing field of radiology. RIG serves to inform medical students of the requirements for becoming a radiologist, and give insight regarding day-to-day activities of different radiology specialties.

**Rainbow Nutrition Program:** The goal of the program is to introduce underprivileged children and their families to a variety of healthy foods in a fun, interactive manner. In doing this, we hope that the children will learn to incorporate these foods into their daily diets and begin forming lifelong healthy eating habits. We hope to empower young men and women to start having a voice around their homes in regards to exercise and healthy eating.

**Rheumatology Society:** Our organization seeks to gain a better understanding of how to successfully treat chronic pain conditions, many of which are Rheumatologic/Autoimmune in nature. (Some conditions of note are rheumatoid arthritis, systemic lupus erythematosus, Sjorgen's syndrome, psoriatic arthritis, ankylosing spondylitis, Crohn's disease). It is likely that, regardless of our chosen field or specialty, we will encounter patients that are struggling with such ailments. The Rheumatology Society sheds light on the current standards of care regarding successful management and treatment of chronic pain and autoimmune disease. In addition, it will give future providers an insight into the psyche of patients and broaden our communication skills as effective physicians.

**Student National Medical Association (SNMA):** The purposes of the Student National Medical Association are: 1) to create an atmosphere wherein professional excellence and moral principles can find fullest expression; 2) to promote the dissemination of information relative to minority issues in the field of medical education; 3) to take necessary and proper steps to eradicate practices in the field of health profession education that compromise the goal of providing a quality education to minorities and women; 4) to promote the development of workable programs for the implementation of better urban and rural health care; 5) to provide national leadership in the promulgation of legislative policies for the provision of enhanced access to better health care; 6) to promote the sponsorship of programs for minority youth to

encourage their entrance into the health professions; 7) to promote increases in the levels of minority student recruitment, admissions, and retention in schools training health professionals; 8) to encourage and promote the development of minority faculty in order to increase the presence of minority mentors and biomedical researchers in academic health centers.

**Student Public Health Association:** To promote ethical leadership and academic achievement, to cultivate civic responsibility, and increase public health awareness in our community. To provide the students with opportunities for association and interaction with the faculty and administration of TTUHSC and with the members of the community through community service. To promote public health research activities that will lead to positive health outcomes. To disseminate Public Health information to Lubbock and the surrounding communities.

**Surgery Club:** The purpose of the Surgery Club is to facilitate student interest in general surgery and surgical subspecialties through: 1) providing a lecture series given by local surgeons detailing their surgical specialty 2) helping club members gain access to shadowing opportunities with local surgeons, and 3) providing opportunities to learn basic surgical skills.

**Swimming with Inspiring Medical Students (SWIMS):** Over the summer, SWIMS hosts swimming lessons for kids from local Boys and Girls Clubs. It is a great way to have a blast, keep cool in the summer, and give back to the local community.

**Teen Health Advocacy Group:** To provide volunteers to teach sex education in Lubbock. We mainly volunteer in local high schools, but are willing to teach just about anyone, anywhere, about making healthy decisions.

**Ultrasound Interest Group (USIG):** The ultrasound interest group provides opportunities for people to gain familiarity with ultrasound technology in many different contexts including small group hands on practice, participation in ultrasound conferences, and performing ultrasound focused research.

**Youth Education Services:** YES's purpose is to develop and coordinate seminar style classes and events targeted at educating Lubbock's youth about healthcare. YES aims to bring the healthcare literacy of both children and adults through fun and interactive events to include but not limited to preventative medicine, nutrition, and exercise.

# Honors Societies

## **Alpha Omega Alpha**

Alpha Omega Alpha, founded in 1902, is the national medical honor society. Its mission statement is: *Alpha Omega Alpha — dedicated to the belief that in the profession of medicine we will improve care for all by*

- *recognizing high educational achievement*
- *honoring gifted teaching*
- *encouraging the development of leaders in academia and the community*
- *supporting the ideals of humanism*
- *promoting service to others*

The Texas Tech University School of Medicine's chapter of AOA was organized early in the history of the school, with 6 students in the graduating Class of 1974 being inducted into the chapter. Our criteria for selection are consistent with the national AOA Constitution. To be eligible to apply for membership, students must be in the top 25% of the class, although no more than 16% of the class may be selected for membership in AOA. Those students chosen from the top quartile for election are picked not only for their high academic standing, but as well for leadership among their peers, professionalism and a firm sense of ethics, promise of future success in medicine, and a commitment to service in the school and community.

### **Junior AOA Members**

After the first two clerkships of the 3<sup>rd</sup> year of medical school, the top 15% (as measured by cumulative GPA at that time) of the class will be invited to apply for AOA membership. All first and second year grades will be considered along with the first two clerkships completed in the fall of the third year. The applicants will be asked to submit a CV and a personal statement describing their commitment to scholarship, leadership, professionalism, and service in medicine. Candidates will be evaluated using the categories listed below. About half of these applicants may be inducted.

### **Senior AOA Members**

During the fall of the 4<sup>th</sup> year of medical school, the top 25% (as measured by cumulative GPA at that time) of the class will be invited to apply for AOA membership. Up to 1/6<sup>th</sup> of the class can be selected for membership (including those selected as juniors). All first, second, and third year grades will be considered. Electives will not be considered. The applicants will be asked to submit a CV and a personal statement describing their commitment to scholarship, leadership, professionalism, and service in medicine. Candidates will be evaluated using the categories listed below.

### **Family Medicine Accelerated Track (FMAT) Students**

During the spring of the 3<sup>rd</sup> year of medical school, the FMAT students who are in the top 25% of their class will be invited to apply for AOA membership. For AOA membership, they will be considered as part of the class in which they originally started medical school. All first and second year grades will be considered along with the first three clerkships completed in the fall of the third year. The applicants

will be asked to submit a CV and a personal statement describing their commitment to scholarship, leadership, professionalism, and service in medicine. Candidates will be evaluated using the categories listed below.

### **Categories of Evaluation**

#### **1. Grades**

→ Points will be assigned as follows:

0 points for grade of Pass

1 point for grade of High Pass

2 points for grade of Honors

→ These points will be added together to calculate a student's total points for this category. Students will then be ranked according to total points.

#### **2. USMLE Step 1 Scores**

→ Students will be ranked according to USMLE Step 1 scores

#### **3. CV and Personal Statement Review**

→ A committee consisting of AOA faculty members from each campus will review all CVs and personal statements.

→ 4 categories will be evaluated and up to 5 points given per category depending on the involvement and excellence within each category. There will be a max of 20 points available.

- Leadership (class officer, tutor, club officer, member of organizations, etc).
- Community Service (organize service projects, volunteers for projects, etc).
- Research (author on a paper, presented at a meeting, research on-going, etc).
- Personal Points (compelling personal statement, outside work, involvement in other things outside of medical school, other strong attributes, etc).

→ Points will be added from each committee member and the students will be ranked according to total points

#### **4. Professionalism and Overall Performance**

→ Senior AOA

- 3<sup>rd</sup> year clerkship directors will be asked to provide feedback on applicants. Specifically, they will be asked if they would highly recommend, recommend, or would not recommend a student for selection to AOA.

→ Junior AOA

- 1<sup>st</sup> and 2<sup>nd</sup> year course directors will be asked to provide feedback on applicants. Specifically, they will be asked if they would highly recommend, recommend, or would not recommend a student for selection to AOA.
- The goal of this is to obtain feedback from those directly working with students.
- Points are not awarded in this category. However, if a student receives unfavorable comments from clerkship directors, this will be further investigated. Unprofessional behavior may prevent a student from being selected into AOA.

### **Overall Ranking for AOA Induction**

After students are ranked according to grades, step scores, and CV/Personal statement, the rank numbers will be weighted. Grades will account for 40%, step scores will be 20%, and CV/personal statement will account for 40% of the final ranking. The weighted numbers will then be added together.

The AOA membership positions will be filled by the students with the lowest overall rank numbers. In the event that a tie in the Overall Rank # creates a problem in selecting who to induct, the student with the highest ranked grades will be inducted. If the tie persists, then the student with the highest CV/personal statement rank will be inducted.

### **Induction into AOA**

Those students who are selected to join AOA will be formally inducted during the Spring AOA Banquet.

### **Conditional AOA Membership**

Students are not truly members of AOA until they register with the national office and pay dues. We will give you information about how to do this. Also, any student who is offered AOA membership must continue to exhibit professional behavior. If there is a serious professionalism offense, then the AOA membership may be forfeited. At the same time, if any inductee fails any of the remaining clerkship courses or electives, he/she forfeits their AOA membership, and that membership will be transferred to the AOA candidate who has the next best Overall Rank.

### **Other Notes:**

Any extraordinary circumstance not specifically addressed in these guidelines will be evaluated by the AOA Councilor, who will determine an appropriate response in accordance with the AOA Constitution.

These criteria for AOA induction are deliberately designed to favor students who demonstrate excellence in ALL of the following areas: leadership, community service, research, development of professional relationships, grades, and USMLE Step 1.

In an effort to be as fair and objective as possible, the point system outlined above will be followed for reviewing and ranking each applicant, but the AOA Councilor and Selection Committee reserve the right to make changes at any time.

## **The Gold Humanism Honor Society**

## Special Events

### **The White Coat Ceremony**

The White Coat Ceremony owes its beginnings to the Arnold P. Gold Foundation, whose mission is to foster humanism in medicine. The Foundation is a public, not-for-profit organization established in 1988 by Drs. Arnold and Sandra Gold, their colleagues at the Columbia University College of Physicians & Surgeons in New York City, and dedicated community leaders and philanthropists.

The White Coat Ceremony is designed to clarify for students, prior to their entrance into the medical community, that a physician's responsibility is to both take care of patients and also to care about patients. In other words, doctors should "care" as well as "cure". It was initiated for the entering class of the College of Physicians & Surgeons of Columbia University in New York City on August 20, 1993.

In the presence of family members and friends, students are welcomed into medical school by their Deans, faculty, and medical school colleagues. They hear an address by a physician role-model; are "cloaked" with their first white coats by distinguished faculty and administrators of the medical school; and recite a revised form of the ancient Oath of Hippocrates, in which they swear to lead lives of compassion, "uprightness and honor."

The White Coat Ceremony is planned to be the highlight of Orientation for first year medical students. The event is designed to capture the students' attention at a strategic and impressionable moment; at the very beginning of medical studies. The ceremony stresses the importance of the doctor-patient relationship and fosters a psychological contract in which the student accepts responsibility to be technically excellent, committed to the profession and compassionate with patients.

The first White Coat Ceremony at Texas Tech School of Medicine was held in August, 1997, for the class that would graduate in 2001. Since that time, the ceremony has become an integral part of Orientation and a vital element in the students' introduction into the community of medicine

### **Match Day**

Senior medical students secure residency positions for post-graduate training through a process called the Match. Students enroll in the National Resident Match Program (NRMP), a program that is similar to the match students participate in for admission to medical school. Through the Electronic Residency Application Service (ERAS), students apply to various residency programs in the fall of Year IV. Residencies invite students for interviews and in February, students and residency programs submit their rank order lists to the NRMP. Results of the Match are released the mid-March.

The Student Affairs Offices and the students on each of the Texas Tech campuses plan “envelope opening” events on Match Day, and students celebrate that evening at activities sponsored by the medical school.

### **Graduation**

Each school in the Health Sciences Center holds separate graduation ceremonies. Graduation provides a setting for comments from school administration, the Class President, and a speaker selected by the graduating students. Multiple senior awards are presented during the graduation ceremony including the Dean’s Highest Academic Achievement Award and Gold-Headed Cane as well as recognition of dual degree recipients, members of honor societies (AOA and GHHS), and military graduates. The Gold-Headed Cane was first presented at the Texas Tech University Health Sciences Center School of Medicine in 1977. The recipient is selected jointly by students and faculty as the individual who best exemplifies those attributes that are most desirable in the competent and caring physician. A gold band with the recipient’s name is added each year to the shaft of the cane which is kept on display in the Preston Smith Library of the Health Sciences.

The recipient will carry the School of Medicine’s ceremonial cane and lead the other medical school graduates in the procession at the graduation ceremony. This ceremonial cane was a gift to the school from Dr. George Tyner, the second Dean of Texas Tech School of Medicine. The cane was presented to Dr. Tyner’s father, a physician, by the grateful townspeople he served for many years. Students receive their doctoral hoods before being conferred their Doctor of Medicine degree (assuming student has completed all curricular requirements). A reception for the students, their family and friends, and faculty and staff follows.

# Summer Opportunities

## **Summer Preceptorships**

Summer preceptorships in Family Medicine and Internal Medicine are available through statewide programs. Information about these programs is reviewed with the Year 1 class at the end of the Fall semester. Students are covered by malpractice insurance if participating in one of these state-sponsored programs. Students are not covered during out-of-state or other individually arranged preceptorships.

## **Summer Research Opportunities**

Summer research opportunities are also available at TTUHSC SOM. For more information, contact Dr. Jannette Dufour (jannette.dufour@ttuhsc.edu), the Associate Dean for Research, or visit the website [www.ttuhsc.edu/som/summer.aspx](http://www.ttuhsc.edu/som/summer.aspx).

# Section II. Student Services, Registrar and Financial Aid

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# Important Phone Numbers

## Lubbock Campus

Office	Telephone	Location
ADA Compliance Office	(806) 743-2300	2C400
Bursar/Accounting Services	(806) 743-7867	South West Campus
Copy / Mail	(806) 743-2021	BA109
EMERGENCY	9-911	
HSC Financial Aid	(806) 743-3025	2C400
HSC Student Services	(806) 743-2300	2C400
Information Technology	(806) 743-1234	Library, Room 160
Legal Assistance	(806) 742-3289	
Library	(806) 743-2203	
POLICE (non-emergency)	(806) 743-2000	BA104
Registrar	(806) 743-2300	2C400
SOM Curriculum Office	(806) 743-5668	2B131
SOM Student Affairs	(806) 743-3005	2B130
Student Health	(806) 743-2757	TTPMP 1st Floor
Student Pharmacy	(806) 743-2636	Student Health Center
	(806) 743-3270	TTUHSC 1A150
Traffic and Parking	(806) 743-2557	BB097

# Communication

*It is the student's responsibility to respond appropriately and in a timely manner to all school-related notices sent to them by email, regular mail, or other means.*

## **Class Meetings**

The Office of Student Affairs on each campus sponsors periodic meetings for each class. These meetings are an opportunity for students to address concerns and questions in a public forum. Important information about USMLE, policy changes, curriculum updates, career advising, and other topics related to professional development are presented. Many of these meetings have a mandatory attendance expectation. For those that do not, students are strongly encouraged to attend in order to keep current with issues that affect them.

## **Mailing Addresses**

Students are required to keep their local mailing addresses updated with their local Student Affairs Office.

## **Student Email**

Students are **REQUIRED** to a) use their school-assigned email account (@ttuhsc.edu) to receive official communications from the School of Medicine and the Health Sciences Center; and b) check their email account **daily**. Students are responsible for responding promptly to all School of Medicine and TTUHSC official emails and are also responsible for any information transmitted via official email. Technical questions concerning email may be directed to the Information Technology Help Desk (806-743-1234).

## **Website**

School of Medicine official announcements for medical students and other information about medical school can be found on the School of Medicine Student Affairs website as well as the HSC Student Services announcement page. Links include:

- Course/electives descriptions
- Study resources for USMLE
- Preparing for residency
- Medical resources
- Links to eRaider log-in, other TTUHSC sites

- Announcements for SOM students
- Links to 4th year visiting student programs (VSAS)/residency programs at other institutions

Official information regarding class schedules, curriculum changes, and other matters related to ongoing coursework can be found at the School of Medicine Office of Curriculum website.

# General Services

## Computer Services

A number of services for students are available through the HSC Information Technology department, including Microsoft software downloads, IT training, and discounts on Dell products. For more information, please visit the IT website at <http://www.ttuhs.edu/IT/>.

A Virtual Private Networking (VPN) account is also available for students at no charge. Visit the IT Help Desk web site at <http://www.ttuhs.edu/IT/helpDesk/>.

Assistance is available for computer related problems from the IT Help Desk – 806-743-1234 or [itsolutions@ttuhs.edu](mailto:itsolutions@ttuhs.edu). The Help Desk is available Monday through Friday from 8:00 a.m. to 6:00 p.m CT.

## Copy Services

### Swift Print

Full Copy Services

BC351

Phone: 806-743-2094

### Copy/Mail

Mail Service and Limited Copy Services

BA109

Phone: 806-743-2021

## Identification Badge/Name Tag Replacement

Lost HSC photo ID badges will be replaced at no charge. Students must first obtain a signed requisition form from the Office of Student Affairs. ID badge photos are made from 8:00 a.m. to 5:00 p.m. in BA104. There is a \$10 replacement fee for the red plastic name badges. Orders can be placed with the Student Affairs Office.

## Legal Assistance

Legal assistance for students is available through the TTU Student Legal Services. They are located in the Student Union Building, room 307 from 8:00 – 5:00 (closed for lunch at noon) Monday through Friday. They encourage appointments but will see walk-ins. To schedule an appointment, call 806-742-3289. Student Legal Service provides legal advice, counsel and limited representation for currently enrolled students at TTU/TTUHSC. Services include

document preparation, notary, advising, and research. The attorneys can represent students in landlord/tenant disputes, name changes, essential needs licenses, expunctions, some misdemeanors, and small claims consumer disputes. Representation must be in Lubbock County. For more information, visit [www.depts.ttu.edu/sls/](http://www.depts.ttu.edu/sls/).

### **Library**

The Preston Smith Library of the Health Sciences maintains libraries on each of its campuses. Specific operating hours can be found on the Preston Smith Library website ([www.ttuhs.edu/libraries/](http://www.ttuhs.edu/libraries/)). Those persons using the collections and services of the Library of the Health Sciences are reminded that violations of Copyright law (Title 17, United States Code) are criminal activities. This includes the "pirating," or illegal copying of software. Violators run the risk of arrest, substantial fine, and perhaps incarceration. Students discovered engaging in such activities will be reported to their Deans and will be denied library privileges. Attempts by patrons to coerce or otherwise force library staff to violate copyright law are similarly liable. Any such activities will result in the suspension of library privileges for those involved. This library system strictly adheres to copyright guidelines and is a member of the CCC (Copyright Clearance Center, Inc.). Each of the three TTUHSC School of Medicine campuses houses a library.

The Preston Smith Library of the Health Sciences on the Lubbock campus offers many services for students, staff, and faculty, including:

- Learning Resource Center
- Group study rooms
- Interlibrary loans
- Reference services
- Outreach services

Online resources are also available to students including:

- Exam Master (USMLE prep)
- Clinical Key
- MICROMEDEX
- National Library of Medicine (NLM) Gateway

- Ovid
- PubMed
- Online journals

Please visit the library's website at [www.ttuhschool.edu/libraries/](http://www.ttuhschool.edu/libraries/) for detailed information about these and other services at each of the HSC's library sites.

### **Lockers**

Lockers for School of Medicine students are available at no charge. Year 1 and Year 2 students can obtain a locker request form from the Classroom Support Office located in ACB 201 or call 806-743-2288. Lubbock campus Year 3 and Year 4 students can obtain a locker request form from the Office of Student Affairs (2B131). Amarillo and Permian Basin Year 3 and Year 4 students should contact their regional Student Affairs official to request on campus secure storage space.

### **Recreation Center**

Students enrolled in the School of Medicine Lubbock Campus have full access to the facilities and services at the Texas Tech University Recreation Center. The Robert H. Ewalt Student Recreation Center opened its doors for the first time in the spring of 1980 and is one of the largest campus recreation facilities in the United States. It offers students, faculty, and staff of Texas Tech University and Texas Tech University Health Sciences Center an outstanding opportunity to participate in almost any indoor recreational activity imaginable. There are 242,000 square feet of activity space in the Recreation Center and eight courts multipurpose flooring to accommodate basketball, volleyball and badminton.

Other facilities include a 6,530 square foot free weight room; a circuit training room with selectorized weight equipment; two cardiovascular equipment areas and an Entertainment Exercise Studio with over 120 pieces of cardiovascular equipment total; speed bag room; aerobics/dance studios; large mat room; 12 handball/racquetball courts; elevated 1/8 of mile jogging track; carpeted locker rooms with shower facilities and saunas; and a squash court. Located on the lower level is an Equipment Issue window. The Rec Sports offices, classroom space, and a vending/lounge area with T.V. are housed on the upper level. Located outside the

north entrance is the Outdoor Pursuits Center (OPC). The OPC offers students a variety of outdoor activities.

The center is open from 6 a.m. to 10 p.m. Monday through Friday, 10 a.m. to 6 p.m. on Saturday, and 12:00 p.m. to 6:00 p.m. on Sunday. Other features include:

**Aquatics** - The Leisure Pool complex includes a Lazy River, 15 person hot tub, kid's play area, and more. Year round swimming instruction, water fitness class, and life guard instruction is available. Youth swim programs are also offered in the Spring and Summer.

**Fitness/Wellness Center** - Wellness is a style of living that encourages you to achieve your highest potential. It is a continuing process that ties together the physical, emotional, intellectual, social, spiritual and occupational well-being. It encourages you to make positive choices and eliminate destructive behaviors. The Fitness/Wellness center offers group exercise classes, massage therapy, personal training and year-round services and special events.

**Intramurals** - The Intramural Program offers sporting competitions throughout the year. Individual sports fans should note that tennis, bowling and golf are also among the selections. Most team sports are conducted in six separate divisions: (1) Greek, (2) Club, (3) Residence Hall, (4) Open, (5) Campus Community, and (6) Co-Rec. 10. Additional fees are required. See the Office of Student Services for more information.

**Outdoor Pursuits Center** - The Recreational Sports Outdoor Pursuits Center is specifically designed to provide the university community opportunities to enjoy and create both recreational and learning experiences within the natural environment. These opportunities are provided through workshops and clinics on outdoor topics, cooperative off-campus adventure trips, the outdoor equipment rental shop and the indoor rock climbing center.

**Sports Clubs** - A sports club is a registered student organization assisted by the Recreational Sports Department, formed by individuals motivated by a common interest and desire to participate in a specific sport activity. The club exists to promote and develop skills, engage in competition, encourage peer leadership, and enjoy the

recreational and social fellowship of a specific sport. Generally, clubs are open to all individuals interested in a sport from novice to extremely skilled.

### **Security**

The Texas Tech University Police Department is responsible for maintaining 24-hour security on all of the campuses of the Health Sciences Center. Students are encouraged to request escorts to parking areas at night.

### **Study Space**

A large number of individual and group study rooms can be found in the library on the Lubbock campus. These library study spaces are equipped to accommodate laptop computers. Students may also use the F. Marie Hall Student Synergistic Center and areas in the Academic Classroom Building. Students can also reserve rooms in the Academic Classroom Building by contacting the Classroom Support Office at 743- 2288 or visiting the office (ACB 201). ACB 260G is also available to students 24/7 as a quiet study space.

### **Synergistic Center**

The Student Synergistic Center is located across from the HSC Student Services Suite and is accessed using the students' HSC ID badge. Amenities include foosball and pool tables, refrigerator and microwave ovens, big screen TV, computers, restrooms, and a weight room.

### **Traffic and Parking**

Students, staff, and faculty on the Lubbock campus are required to have valid parking stickers on their vehicles and must park in the appropriately designated areas. Violators will be ticketed. Students should remember that one of the Health Sciences Center's primary purposes is to provide health care. Many patients who visit the HSC clinics are unable to walk long distances. It is very important that the parking areas designated for patient parking remain available for patients.

## Financing Medical School

Student indebtedness is an area of increasing concern for medical educators. Students are encouraged to borrow only what money is necessary and to budget carefully to avoid accumulating high debt loads during medical school.

### Resources

Below are some sources of information about debt management as well as some resources for loans, scholarships and stipends.

- The AAMC's program "FIRST for Medical Education" (Financial Information, Resources, Services and Tools) is an excellent resource for information about managing money during and after medical school. This online program can be accessed at [www.aamc.org/services/first/](http://www.aamc.org/services/first/).
- The HSC Office of Financial Aid's professional staff can guide you through the process of applying for financial aid. Visit their website at [www.ttuhschool.edu/FinancialAid/](http://www.ttuhschool.edu/FinancialAid/).
- The Office of Student Affairs has a list of sources of financial assistance for medical students, from loans to scholarships, at [www.ttuhschool.edu/som/studentaffairs/sitelinks/medicalschoolfinancialaid.aspx](http://www.ttuhschool.edu/som/studentaffairs/sitelinks/medicalschoolfinancialaid.aspx).

# Student Health

## Health Insurance

All students enrolled in the School of Medicine must have personal health insurance while they are enrolled. The School of Medicine does not provide health insurance for its students or their dependents. Students will be denied access to clinical experiences if not covered by health insurance. Students are free to purchase health insurance from any health insurance provider. The HSC Office of Student Services (2BC400) can provide information on insurance resources for students.

## Immunizations

All students are required to be current with the following immunizations and/or documentation of immune status before having any kind of patient contact. Required immunizations include:

- Tetanus/diphtheria within 10 years of matriculation
- Tdap (tetanus, diphtheria, and pertussis), one time dose as an adult since 2006
- Measles-Mumps-Rubella (MMR) positive antibody titer
- Hepatitis B series positive antibody titer
- 2-step Tuberculin skin test (PPD) within the past year OR documented physician diagnosis of disease OR chest X-ray within the past year following prior positive skin test
- Varicella (Chicken Pox) positive antibody titer
- Meningococcal (MCV), within the last 5 years – required for adults 29 years of age or younger

Student immunization records are kept on file in the Office of Student Affairs. Copies of these records are forwarded to the students' clinical campuses. As immunizations are updated, students must provide written documentation to the Student Affairs Office. Records are not automatically forwarded to the Student Affairs Office even if they are done in the TTUHSC Family Medicine Clinic. Students must request a copy from their physician and forward the documentation to the Student Affairs Office.

## Medical Care

A limited number of health services are covered by Student Health fees and are available to students in the Department of Family and Community Medicine on each campus. Student health fees do not cover spouses or other dependents. These covered services are discussed in detail in a separate brochure. The pharmacy at Thompson Hall on the TTU campus can fill prescriptions for students at a discounted rate. The pharmacy located on the first floor of the Health Sciences Center belongs to University Medical Center; students are not eligible to have prescriptions filled there.

### **Personal/Psychological Counseling**

The Health Sciences Center provides FREE, CONFIDENTIAL COUNSELING through the Program of Assistance for Students. Students in Lubbock may self-refer to this program by calling (806) 743-1327. **Please identify yourself as a medical student at the start of the call.** Walk-in appointments can also be made through the University Counseling Center on the TTU campus (806) 742-3674. Students in Amarillo, El Paso and Permian Basin have access to confidential counseling by community providers. A list of providers and how to contact them is provided to students at third year orientation.

**NOTE: Any faculty member, resident, or fellow who provides psychiatric/psychological counseling or other sensitive health services to a medical student will have no involvement in the academic evaluation or promotion of a student who receives from them such services. In such an instance, students may expect that the faculty member, resident, or fellow will recuse himself or herself from such decision-making. Students who have any questions or concerns regarding the implementation of this policy should feel free to contact their campus Student Affairs Office.**

## Section III. Curriculum

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## Mission and Goals

The mission of the Office of Curriculum is to implement and execute a functional and dynamic curriculum that prepares students with the knowledge, skills, behaviors, and attitudes necessary to effectively provide medical care to increasingly diverse patient populations. The goals of the Office of Curriculum are to:

- Maintain the highest educational standards for the design, delivery, and evaluation of the curriculum
- Update the Educational Policy Committee (EPC) on AAMC, LCME, and other national standards for undergraduate medical education and ensure alignment of the curriculum with these standards
- Implement EPC educational policies and curricular initiatives
- Maintain a centralized curriculum management system and website to facilitate curriculum management, evaluation, and scholarship in medical education
- Provide administrative and operational staff support, data, and reports to the EPC with respect to evaluation and outcomes for learning and teaching in courses and clerkships, including the triennial review
- Report regularly to the EPC, the Dean, course and clerkship directors, faculty, and students on issues and needs related to educational policy and curriculum evaluation and on the EPC triennial evaluation of courses

The Office of Curriculum website contains valuable curricular information which includes updates on exam schedules, academic calendars, book list, etc. You can access the website by navigating to <http://www.ttuhschool.edu/som/curriculum/>.

# Office of Curriculum and Campus Education Personnel

## Lubbock Campus Office of Curriculum and Campus Education Staff

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## Permian Basin Campus Office of Curriculum and Campus Education Staff

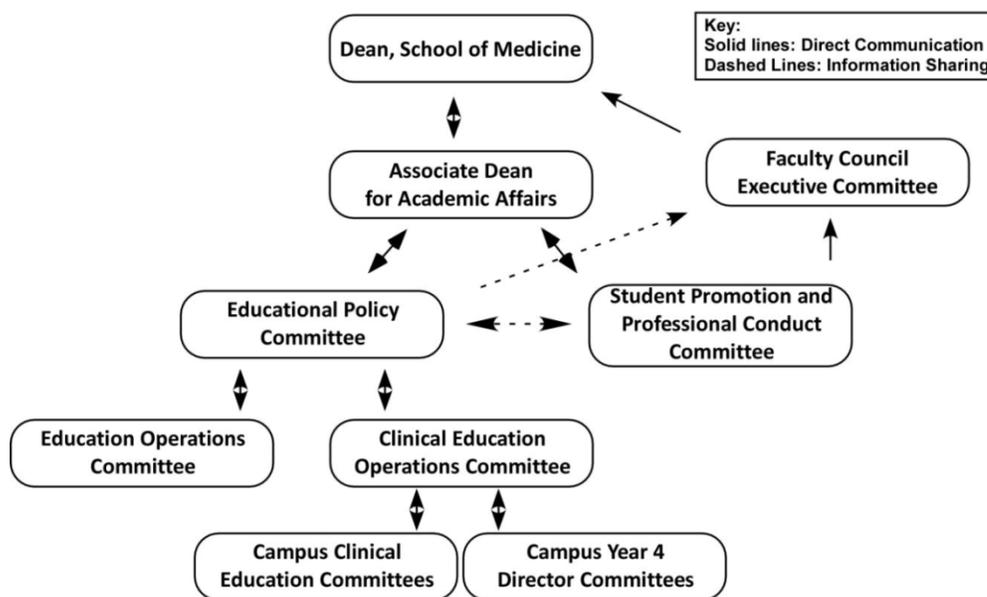
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# Management of the Medical School Curriculum

The Dean of the School of Medicine approves the curriculum of the TTUHSC School of Medicine. The Associate Dean for Academic Affairs is responsible for liaison between the Dean and SOM committees responsible for establishing educational policies and operations within the four years of the medical school curriculum. The organization of these committees is shown in the figure below. Each committee, and the point(s) of access to these committees for students, is described briefly below.

## Curriculum Management: Committees



**Educational Policy Committee (EPC):** The EPC is charged with establishing those policies necessary to maintain a contemporary and effective undergraduate medical curriculum that promotes excellence in the continuum of medical education. Thus, the EPC establishes policies relevant to curriculum content, curriculum management, grading and evaluation. The EPC for 2012-2013 is comprised of 19 voting members of whom fourteen are members of the SOM faculty and five are medical students. Thus, each class in the SOM is represented on the EPC to ensure that student views and concerns can be addressed in an efficient manner. All student members are elected by the student body and distributed as follows:

1. One (1) MSI student and one (1) MSII student in Lubbock.

2. One (1) MS3/MS4 student each from the Amarillo, Lubbock and Permian Basin campuses.

3. An alternate for each student representative is also elected to serve, as needed.

Policies established by the EPC are submitted to the Dean of the School of Medicine for final approval. The Associate Dean for Academic Affairs provides liaison between the EPC and the Dean, keeps the EPC informed of AAMC, LCME, and other national standards for undergraduate medical education and ensures alignment of the curriculum with these standards. The Associate Dean for Academic Affairs also implements EPC recommended policies and curricular initiatives, performs evaluations of the curriculum and promotes educational scholarship in the School of Medicine. Other non-voting members of the EPC include Associate Academic Deans of Educational Programs/Student Affairs from the Amarillo and Permian Basin campuses and Academic Deans of Student Affairs, Faculty Development and Affairs and Admissions. The EPC interacts with other committees associated with the educational mission of the SOM, including the Faculty Council Executive Committee and the Student Promotions and Professional Conduct 63 Committee (SPPCC). Specifically, the Chair of the SPPCC is a non-voting member of the EPC and the Chair of the EPC is a non-voting member of the FCEC. The SPPCC and FCEC report directly to the Dean of the SOM.

**Education Operations Committee (EOC) and Clinical Education Operations Committee (CEOC):**

The EOC and CEOC are responsible for management and operations of the curriculum in MS1/MS2 (EOC) and MS3/MS4 (CEOC). The EOC is comprised of the ten block directors from MS1 and MS2 under the direction of a Chair and Associate Chair. The Associate Deans for Academic Affairs and Assistant Dean for Student Affairs are non-voting members, as are the Chairs of the EPC and SPPCC. The CEOC is comprised of the Lead Clerkship Chairs for each of the MS3 clerkships, one Clerkship Director for each MS3 clerkship, one MS4 Director from each campus, Directors of other required experiences, Regional Education Deans and Directors from each campus, the Associate Dean for Academic Affairs. The CEOC is supported by education committees on each campus (Clinical Education Committees and Year 4 Directors Committees) that have responsibility for activities in the two clinical years. Both the EOC and CEOC can make

proposals for policy revisions for consideration by the EPC. Operational issues are directly transmitted by each committee to the Associate Dean for Academic Affairs.

**Student Promotion and Professional Conduct Committee (SPPCC):** The SPPCC is responsible for recommending students for promotion and graduation. The Chair of the SPPCC is a non-voting member of both the EPC and EOC. Promotion policies developed by the SPPCC are approved by the **Faculty Council Executive Committee (FCEC)**. The Chair of the EPC is a non-voting member of the FCEC to ensure that efficient communications are maintained between all committees associated with educational issues in the SOM.

# School of Medicine Computer Requirements

## Registration Requirements for Entering MS1s

- Office of Curriculum Educational Technology staff will be available outside the Orientation area to assist students in setting up laptops as needed.
- Student computers must meet or exceed technical specifications determined by the Information Technology (IT) division of Texas Tech University Health Sciences Center (see below).

## Background Information

- The majority of course lectures notes, daily class schedules, and other curriculum related information are provided through a software portal called Sakai (The Hub). These resources include lecture presentations, streaming media, audio lecture recordings and online assignments.
- Most Year 1 & 2 exams are computer based. Computerized examinations in subsequent years will be introduced based on the capabilities of national examination groups, such as the National Board of Medical Examiners.
- The School of Medicine Educational Technology division employs four full-time educational technology staff members, who are located in the Office of Curriculum. These individuals are available to help the School of Medicine students, faculty, and staff with day-to-day technology usage. A primary goal of the Educational Technology division is to ensure that all students receive timely support, especially for exams.
- The School of Medicine Educational Technology division continually reviews computer platforms for compatibility with software applications utilized in the presentation and dissemination of educational material and the performance of examinations. The Educational Policy Committee under advisement from the School of Medicine Educational Technology division establishes policies related to computer requirements.
- Although the School of Medicine Educational Technology division is capable of providing technical assistance for all PC-based platforms, the staff is most familiar with Dell systems.

- The School of Medicine is only capable of providing replacement computers to students whose personal PC-based laptop computers are non-functional at the time of an examination. Replacement computers will not be made available to students who ignore the technical requirements described herein.

### **Education Technology (available through the office of Curriculum website)**

The Educational Technology (ET) group is located in the Office of Curriculum. ET conducts a computer orientation each year for the first year medical students. ET coordinates with TTUHSC Information Technology to help prepare all student laptops for use in the curriculum. ET also provides computer support to all medical students, faculty, and staff. ET staff provides support for the following applications used in the medical curriculum:

- Sakai (Curriculum Management System)
- Online student and faculty evaluations and surveys
- Online examinations include Years 1 & 2 Block final exams
- Online Patient Logs
- Ilios
- New Innovations
- Survey software
- Audio/Video Lecture Capture and Processing

### **General Recommendations for Laptop Computer Configurations**

- Intel or AMD processor, 2.0 GHz or greater
- Windows 7 or Mac OS X Snow Leopard
- 4 GB of system memory or greater
- 320 GB SATA hard drive or greater
- 256 MB video card or greater, or integrated graphics media accelerator
- 10/100 network card onboard is required
- Built-in LAN and 802.11a/b/g/n Wi-Fi
- CD-RW/DVD combo drive or DVD+/-RW drive
- USB Memory Key/Flash Storage Device (recommended instead of floppy drive)

Special pricing on Dell computers will be available to you through the TTUHSC Information Technology website (<http://www.ttuhs.edu/it/dell/>) once you have received your eRaider account information. In June the TTUHSC Information Technology Department will set up an eRaider account for you. eRaider is an account management system which makes it possible for students, faculty, and staff to obtain and access electronic resources at Texas Tech using a single username and password. Your eRaider account allows you to send and receive email, update your online directory information, create and manage an email alias, 78 access the Internet, access the web portal for registration and information, enroll in computing short courses, take advantage of online training, create a personal website, and download free software. Once you have received your eRaider account information you will be able to access the Dell computer discounts. Any questions about these computer requirements should be directed to Mr. Victor Gonzales, Senior Director for Educational Technology in the School of Medicine at [victor.gonzales@ttuhsc.edu](mailto:victor.gonzales@ttuhsc.edu).

# Faculty and Course Evaluations

## **Background**

The School of Medicine is committed to a continuous quality improvement process in the delivery and administration of the curriculum. Student feedback is a crucial component of this process and is sought in several different environments, including focus groups and online surveys. Feedback from students is used to identify faculty who demonstrate excellence in educational activities and effective methods for delivery of curricular activities. Feedback also highlights areas in need of improvement. For example, feedback received over the past two years has resulted in the introduction of active learning components into all didactic activities and upgrading of exam materials to more closely match formats presented on standardized exams.

## **Student Participation**

Participation in the feedback process is mandatory. Each block is divided into units and student feedback about faculty and staff participants and each unit is required. Students are expected to complete evaluation forms for three separate faculties from each unit and also to complete a unit evaluation for each unit. In addition, students are expected to complete a final block evaluation that reviews the content and activities of the entire block. All evaluations are completed online and detailed instructions will be distributed within each block and at orientation activities.

## **Expectations**

Participation in the evaluation process is considered to be an example of professional behavior. Professional behavior is separately graded within blocks and the impact on block grades will be described by Block Directors. The Office of Curriculum will announce additional awards for completion. Students who fail to complete the requisite number of evaluations will be referred to the Student Promotions and Professional Conduct Committee.

## School of Medicine Copyright Policy

Students shall not transfer copyrighted material onto a computer for any use other than personal study. Students may not act as distributors of copyrighted material to others, including the dissemination of copyrighted material by any means without written permission from the copyright holder. Some of the material provided to you on WebCT/Sakai will be "printable" from your personal computer for your use only. **See also: TTUHSC OP 57.02; Guidelines for the Educational Use of Copyrighted Works at <http://www.ttuhs.edu/hsc/op/>.**