

**University of North Texas Health Science Center
Texas College of Osteopathic Medicine
Operating Procedures**

Revised July 2017

Revised October 2019

The procedures described herein are intended to be a guide to the general procedures of the Texas College of Osteopathic Medicine and are subject to change. Policies that govern these procedures may be found in the Health Science Center Policies at:

<https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

the UNT System Regent Rules:

<https://www.untsystem.edu/leadership/board-regents/regents-rules>

or the current catalogue:

<http://catalog.unthsc.edu/>

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Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 1.1	Mission of the College	

<u>Procedure Statement</u> TCOM shall adopt a clearly defined mission statement that is in alignment with the vision and values of the health science center. The college shall further identify goals and objectives appropriate to osteopathic medical education. The mission statement shall be subject to periodic review by faculty, staff, and students.		
<u>Application of Procedure.</u> All operational units within TCOM		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM shall conduct periodic strategic planning to identify tactical initiatives for its mission-centric areas. This process shall assure alignment of the college’s mission with that of the health science center thereby creating complementary philosophies and practices.	TCOM Dean, Associate and Assistant Deans and Department Chairs
2.	TCOM shall use the strategic planning process to state its Mission and incorporate that statement into the TCOM bylaws through an amendment process that provides faculty and student dialogue and affirmation.	TCOM Faculty, TCOM Students
3.	TCOM shall assure campus-wide distribution of the Mission Statement, the vision and values of the health science center and the college’s tactical initiatives.	TCOM Leadership, UNTHSC Provost, UNTHSC President
4.	TCOM shall report its progress in meeting its tactical initiatives at least semi-annually and reaffirm its mission and strategies annually.	TCOM Dean, TCOM Associate Deans

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017
COCA 1.2	Strategic Initiatives	Revised: October 2019

<u>Procedure Statement</u> TCOM shall create and maintain a strategic plan that guides its critical activities, prioritizes its resources and assures their alignment with its mission and that of the health science		
<u>Application of Procedure</u> TCOM Leadership		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM leadership shall convene at least annually to review and amend its ongoing strategic initiatives. Participants shall, at minimum, include the deans and members of the Executive Committee of the college as defined by its bylaws and student representatives.	Dean TCOM
2.	Strategic initiatives shall be in alignment with the mission of the college and the health science center.	TCOM Executive Committee
3.	All initiatives shall be subject to analysis with regard to resource consumption, intended outcome and impact.	TCOM Executive Committee
4.	A summary of the college's ongoing strategic initiatives shall be posted on its Website following the annual planning meeting and distributed to students, faculty and staff.	Executive Assistant to the Dean, MSGA, Faculty Senate
5.	A report regarding the disposition of all strategic initiatives shall be provided to the Executive Committee of the college as part of its standing meeting agenda. Any comments received from the campus community will be considered at that time.	TCOM Deans and Directors
6.	Strategic initiatives may be amended or retired at such time as their activities have been completed, the desired outcome accomplished or the Executive Committee of the college has determined that the initiative is no longer pertinent to the mission.	TCOM Executive Committee

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 1.3	Licensing and Accreditation	

<u>Procedure Statement</u>		
TCOM shall maintain in effect approval by the Texas Higher Education Coordinating Board (THECB) for it to function as a college of osteopathic medicine in the State of Texas. TCOM shall further affirm to the COCA accreditation of UNTHSC by the Southern Association of Colleges and Schools (SACS) as requested.		
<u>Application of Procedure</u>		
UNTHSC Provost		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM shall work in cooperation with the health science center to prepare such reports as may be required to remain in compliance with legislative guidelines for public universities.	TCOM Dean, TCOM Associate Deans, UNTHSC Office of Organizational Excellence
2.	The health science center shall submit, as scheduled or requested, such documents as may be required by the Texas Higher Education Coordinating Board (THECB) to continue its authority to operate the college.	UNTHSC Provost
3.	The health science center shall maintain all records of such submissions and shall receive all communication from the THECB relating to the college's compliance with regulatory guidelines under this procedure.	UNTHSC Provost
4.	The health science center shall similarly maintain regional accreditation and make available to TCOM upon request all such documents that may be required to confirm accreditation status.	UNTHSC Provost

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 1.4 Governance and Program Policies	

<u>Procedure Statement</u> TCOM shall be governed by bylaws and policies that are aligned to the governance documents of the health science center, define its organizational structure and enable it to fulfill its mission and objectives.	
<u>Application of Procedure</u> TCOM Dean TCOM Executive Committee	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The Dean of TCOM shall create and maintain the bylaws of the college with the advice and consent of the department chairs and the faculty. The bylaws shall not in any manner be in conflict with the existing governance documents of the health science center. The bylaws shall be structured in such a manner as to shape the organization of the college and provide governance through its articles and derived policies and procedures.	TCOM Dean, Department Chairs
2. An organizational scheme shall be created that reflects the governance structure intended by the bylaws. The scheme shall include all critical leadership levels of the college.	TCOM Dean
3. The bylaws of the college shall be reviewed at least annually in conjunction with the strategic planning of the college. The bylaws shall provide for amendment as may be needed to reflect environmental changes experienced by the college.	TCOM Dean, Executive Committee
4. TCOM shall adopt policies and procedures as may be needed to conduct its operations. Such policies shall enable the college to provide a consistent regulatory environment and foster compliance with the requirements of accreditation. Policies or procedures shall, at minimum, address strategic planning, fiscal integrity and oversight, conflict of interest, due process, confidentiality, and ethical practice. Where such policies are not adopted by the UNT System or the health science center they shall be adopted by a majority of the voting members of the Executive Committee with approval of the Dean of the college, the Provost, The institutional compliance officer and the Office of General Counsel.	TCOM Dean, Executive Committee, UNTHSC Provost, UNTHSC Compliance Officer, UNT Office of General Counsel
5. Representatives of the college shall participate in the organizational and governance activities of the health science center to assure alignment and integration of the college with the university.	TCOM Dean or Designee

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 1.5a Nondiscrimination in the Workplace	

<u>Procedure Statement</u>	
The selection process for all TCOM employees, faculty and students shall not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.	
<u>Application of Procedure.</u> UNT System Human Resources	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall participate in the periodic training provided to all employees of the health science center with regard to the regulatory statutes that govern equal opportunity in the work place.	UNT System Human Resources
2. The health science center will assure that the hiring and appointment practices of the college are in compliance with state and federal statutes governing equal opportunity in the work place.	UNTHSC Chief Compliance Officer
3. TCOM shall cooperate with the health science center and its designated officials in the investigation of any allegation of violation of the statutes referenced herein.	TCOM Dean UNT System Human Resources
4. TCOM shall cooperate with the health science center to effect an immediate remedy for any confirmed violation of this procedure.	TCOM Dean
5. TCOM shall publish its nondiscrimination practices identified herein in its online publications, catalogues and handbooks.	TCOM Dean TCOM Admissions UNT System Human Resources

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 1.6 Doctor of Osteopathic Medicine Degree	

<u>Procedure Statement.</u> On behalf of the UNT System Regents, UNTHSC will confer the degree Doctor of Osteopathic Medicine (D.O.) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by the faculty.	
<u>Application of Procedure.</u> TCOM Office of Academic Affairs UNTHSC Student Affairs UNTHSC President	
<u>Definitions.</u>	
	TCOM Faculty shall be those identified by the UNTHSC Office of Faculty Affairs as being duly credentialed with appointments in TCOM and possessing eligibility to vote on matters of the college as defined in the Faculty Bylaws of the health science center.
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The TCOM Office of Academic Affairs shall provide to the Student Performance Committee a complete and accurate record of each student's progress toward satisfying the requirements of the degree program.	Senior Associate Dean for Academic Affairs
2. The Student Performance Committee shall review the academic credentials of each student who has completed the degree requirements and make recommendation to the dean on behalf of the faculty regarding eligibility to receive the D.O. degree.	Student Performance Committee
3. The Dean of TCOM shall confirm the recommendations of the Student Performance Committee. The roster of students eligible to receive the degree Doctor of Osteopathic Medicine shall be provided to the registrar who will confirm the satisfaction of all requirements of the health science center.	TCOM Dean
4. The registrar shall provide the final list of qualified degree candidates to the Dean of TCOM and the UNTHSC Provost for recommendation to the President of the health science center.	UNTHSC Registrar
5. The degree Doctor of Osteopathic Medicine (D.O.) shall be awarded to all candidates duly certified by this procedure to receive same at a date and time to be determined by the Office of the President.	UNTHSC President

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 1.7 Clinical Education Affiliations	Revised: October 2019

Procedure Statement.
TCOM shall execute written affiliation or educational agreements with core rotation sites that clearly define the rights and responsibilities of both parties. Where an institutional agreement is not applicable individual preceptors shall receive an appointment to the college’s faculty and guidance in conducting a preceptorship experience.

Application of Procedure.
TCOM Clinical Education
TCOM Educational Programs

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall survey its available core clerkship opportunities each academic year and prepare a roster of all positions as of January 31.	Assistant Dean for Osteopathic Clinical Education, Director of Clinical
2. The college shall project its student census and annual need for core clerkships by January 31 of the preceding academic year.	Senior Associate Dean for Academic Affairs
3. TCOM shall secure any additional clerkship positions with its existing affiliates as may be needed to fill any shortfalls that may be identified through the audit process. Where needed, additional affiliates will be identified.	TCOM Dean, Assistant Dean for Osteopathic Clinical Education
4. All clinical affiliation agreements for core clerkships shall be renewed at least every five years and shall include such language as is required to be in compliance with this procedure and those of the health science center.	TCOM Dean, Assistant Dean for Osteopathic Clinical Education
5. TCOM shall provide faculty appointments for all preceptors providing clerkship experiences. These appointments shall constitute an agreement by the preceptor to provide educational services as described in the syllabus of the course to which the preceptor is assigned.	Assistant Dean for Osteopathic Clinical Education, Assistant Dean for Rural Osteopathic Medical Education, Department Chairs
6. TCOM shall poll each of its core clinical affiliates at least annually to identify preceptors responsible for the training and assessment of its students. Preceptors shall be required to submit credentials for appointment to the college faculty to continue in that role.	Senior Associate Dean for Graduate Medical Education
7. TCOM sponsored and operated graduate medical education programs shall follow the procedures stated herein where applicable.	Senior Associate Dean for Graduate Medical Education

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 2.1 COCA 2.2 Dean of the College	

<u>Procedure Statement.</u> UNTHSC shall require the appointment of a Dean of TCOM who shall have relevant training and experience for the position and serve full-time in this capacity.	
<u>Application of Procedure.</u> UNTHSC Administration	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The Dean of TCOM shall serve as its Chief Academic Officer with final authority for the conduct of the osteopathic degree program.	TCOM Dean
2. The Dean shall be selected by the UNTHSC Provost in her/his capacity as Chief Academic Officer of the health science center.	UNTHSC Provost
3. Prior to appointment, the Dean shall have satisfied the qualifications required for the position by virtue of having previously served in an academic leadership position and demonstrated skills in education, scholarly production, patient care and budgetary management. Such experience shall have encompassed a minimum of five years.	TCOM Dean
4. The Dean shall have graduated from a COCA accredited college with an earned degree of Doctor of Osteopathy or Doctor of Osteopathic Medicine (D.O.).	TCOM Dean
5. The Dean shall have attained certification by an AOA or ABMS-recognized specialty board and have had an unrestricted medical license at some time in their career, free of disciplinary actions or sanctions while licensed.	TCOM Dean
6. The Dean shall engage her/his responsibilities as Chief Academic Officer on a full-time basis and shall not seek nor accept employment outside of the college through the term of her/his tenure as Dean.	TCOM Dean

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 2.3 Academic and Administrative Leadership	

<u>Procedure Statement.</u> TCOM shall assemble an experienced administrative leadership team with clearly defined responsibilities necessary for the delivery of the degree program.	
<u>Application of Procedure.</u> TCOM Leadership and Faculty	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. An organizational scheme that identifies all TCOM administration to the Director/Chair level shall be adopted that reflects the operational requirements of the mission and strategies of the college and the health science center.	TCOM Dean
2. Faculty and staff selected to assume leadership positions shall be required to demonstrate experience in advancing learning, assessment, scholarly production, and/or such other skills as may be appropriate for the position.	TCOM Dean, Hiring Managers
3. A description of responsibilities for each position on the organizational scheme shall be developed and provided to the individuals occupying those positions.	TCOM Dean, Associate Deans, Assistant Deans, Directors, Department Chairs
4. The organizational scheme and position descriptions shall be provided to the Provost for internal dissemination.	Executive Assistant to the Dean TCOM
5. The Faculty Senate shall prepare a description of the responsibilities of all health science center faculty.	Faculty Senate
6. Faculty responsibilities shall in part constitute the terms of employment by the health science center and shall appear in the faculty bylaws and employment agreement or contract.	Faculty Senate, UNT System Human Resources
7. The effectiveness of the organizational scheme shall be reviewed annually as part of the strategic planning process.	TCOM Executive Committee

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 2.4	Complaint Policies and Procedures	

<u>Procedure Statement.</u> TCOM, in cooperation with the health science center Office of Student Affairs, shall provide students, faculty and staff with the opportunity to communicate any grievance with the policies or procedures of the college. Students filing a grievance shall remain anonymous to the health science center if they so desire. Records of every grievance shall be retained by the health science center or the college including the findings of any investigation and final disposition.		
<u>Application of Procedure.</u> UNTHSC Office of Student Affairs UNTHSC Office of Faculty Affairs		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	Any unit of the college receiving a grievance regarding the policies or procedures of the college or health science center shall immediately notify the supervisor of that unit.	Faculty and Staff
2.	The unit supervisor shall review the grievance with the department head to determine whether the request constitutes an individual consideration or institutional review.	Department Chairs, Associate Deans, Assistant Deans, Directors
3.	Any grievance requiring institutional review or received through an anonymous portal shall be referred to the UNTHSC Office of Student Affairs or UNTHSC Office of Faculty Affairs as appropriate. Grievances from staff are to be referred to UNT System Human Resources.	UNTHSC Designated Authority
4.	Any grievance requiring institutional review shall be fully investigated. Where academic standards or practices are determined to be out of compliance recommendations will be made to the Dean of the college and, if applicable, the UNTHSC Provost.	UNTHSC Office of Student Affairs, TCOM Dean
5.	The Dean shall review all recommendations made with regard to the unique policies and procedures of the college and adopt such modifications as may be needed to assure compliance with accreditation and regulatory standards. The provost shall make similar determinations with regard to the academic policies and procedures of the health science center.	TCOM Dean, UNTHSC Provost
6.	The health science center shall retain all records of grievances received and provide a report of final disposition to the complainant when such is known. Students shall be apprised of their rights under this procedure and those of the health science center through the annual catalogue and public notices.	TCOM Dean, UNTHSC Provost, UNTHSC Office of Student Affairs
7.	The college catalogue shall provide contact information for students or faculty wishing to file their complaint directly with the COCA.	Office of Student Affairs

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 3.1 Financial Resources	

<u>Procedure Statement.</u> TCOM shall secure the financial resources and reserves to achieve and sustain its educational mission and objectives. Reserves shall be sufficient to meet any regulatory requirements including those appearing in Title IV of the Higher Education Act.	
<u>Application of Procedure.</u> UNTHSC Chief Financial Officer	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall receive a statement of available funds for operations to be used as a basis for the development of its annual budget.	UNTHSC Budget Office
2. TCOM shall prepare an annual operating budget so constructed as to meet its obligations to provide the Doctor of Osteopathic Medicine degree program for its enrollees in addition to all aspects of its mission and strategic initiatives.	Dean TCOM, Associate Deans, Directors and Chairs
3. TCOM shall reconcile its budget with internal departments of the health science center to assure the proper application of all funds.	TCOM Dean, UNTHSC Leadership
4. TCOM shall provide its annual operating budget to the Chief Financial Officer and the Provost for approval.	Dean TCOM, UNTHSC Provost, UNTHSC CFO
5. The health science center shall be responsible for the collection of all revenues inured to the institution and the proportional distribution to TCOM. Such revenue sources shall include but not be limited to formula funding received from the State of Texas, tuition revenues, clinical practice revenues, grants, awards, bequests and earnings on investments.	UNTHSC Chief Financial Officer
6. The health science center shall assure that sufficient financial reserves are maintained to satisfy all standards for accreditation and regulatory statutes as may be required	UNTHSC Chief Financial Officer, UNTHSC Budget Office
<u>References and Cross-references.</u> UNTHSC Financial Statements	

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 3.2 COCA 3.3 Budget Planning and Authority	

<u>Procedure Statement.</u> The TCOM Dean shall have the responsibility and authority for fiscal management of the college and prepare the annual budget for its operations.	
<u>Application of Procedure.</u> TCOM Dean UNTHSC Chief Financial Officer	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall prepare an annual operating budget so constructed as to meet its obligations to provide the Doctor of Osteopathic Medicine degree program for its enrollees in addition to all aspects of its mission and strategic initiatives. Proportional distribution of resources shall be made in accordance with the priorities of the college as established by the strategic planning process. Resources pledged by virtue of grant covenants shall be duly assigned.	Dean TCOM, Associate Deans and Chairs
2. The several committees, departments and institutes of TCOM and the health science center shall inform the budget process by providing recommendations to the TCOM Dean.	Committee Chairs, Department Chairs and Directors
3. The health science center shall distribute a budget directive each year that directs budget development for the succeeding year.	Chief Financial Officer
4. An initial draft of the annual budget shall be completed by the dates specified in the budget timeline and distributed to college leadership for comment and revision.	TCOM Dean
5. An interim draft of the annual budget for TCOM will be presented to the Chief Financial Officer as directed. Requests for new program funding shall accompany the interim draft.	TCOM Dean
6. The budget will be subject to final approval by the UNTHSC CFO, the UNTHSC President and the UNT System Board of Regents.	UNTHSC and UNT System Leadership
7. TCOM will amend its budget periodically through the fiscal year as may be required to meet unanticipated changes in financial condition.	TCOM Dean UNTHSC CFO

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 3.4 Financial Audit	

<u>Procedure Statement.</u> The Texas College of Osteopathic Medicine shall cooperate as a business unit of the University of North Texas Health Science Center and the University of North Texas System for the purpose of participating in the annual audit of the system and of state agencies as directed by the System Vice-Chancellor for Finance and the Office of the Comptroller of the State of Texas respectively.	
<u>Application of Procedure.</u> UNTHSC Chief Financial Officer UNT System Vice-Chancellor for Finance	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The Health Science Center shall make available to the UNT System and the Office of the Comptroller of the State of Texas any and all financial records as may be requested to complete the annual audit.	UNTHSC Chief Financial Officer
2. The UNT System consolidated audit shall be conducted under the authority of its Board of Regents.	UNT Chancellor
3. Upon completion of its annual audit the UNT System shall make available to the public its findings and management's response.	Vice-Chancellor for Finance
4. The State of Texas shall direct the conduct of its audit of state agencies inclusive of its health related institutions and institutions of higher education as may be required by statute or regulation.	Texas Comptroller of Public Accounts
5. The state shall make public the findings of its audit of state agencies inclusive of management responses where such is required.	Texas Comptroller of Public Accounts

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017
COCA 4.1	Facilities	Revised: October 2019

Procedure Statement.
TCOM shall secure and maintain sufficient and appropriate facilities for the program of instruction to enable students and faculty to successfully achieve the educational goals of the curriculum. TCOM will maintain a continuous assessment process, inclusive of student input, that reviews all facility resources appropriate to achieving its mission and objectives.

Application of Procedure.
TCOM Academic Affairs
UNTHSC Facilities Management

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall identify the facilities requirements for the successful delivery of the curriculum by April 1 for the succeeding academic year.	Senior Associate Dean for Academic Affairs
2. TCOM shall work in concert with the health science center to maintain an inventory of learning venues on its campus. Such inventory shall include instructional space for classroom and laboratory based teaching, clinical simulation, small group learning, self-study, and research.	Senior Associate Dean for Academic Affairs, UNTHSC Facilities Management
3. The inventory of learning venues shall be reconciled with the needs assessment and all required space secured through the health science center's room management program by June 1 for the succeeding academic year.	Office of Academic Affairs
4. TCOM shall secure such additional off-campus affiliations as may be needed to execute the clinical curriculum. Availability of necessary learning facilities at all affiliates will be further assured.	Assistant Dean for Osteopathic Clinical Education, Director of Clinical Education
5. Any conflicts arising between academic programs of the health science center regarding instructional space allocation shall be resolved by the UNTHSC Space Committee with suitable facilities assured to the college for the requirements of the Doctor of Osteopathic Medicine (D.O.) degree program.	UNTHSC Provost

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 4.2	Security and Public Safety	

<u>Procedure Statement.</u> The University of North Texas Health Science Center shall maintain a department of public safety (Police) that is responsible for maintaining a safe and secure environment for faculty, staff, students, and visitors to the campus and its operated facilities. The health science center shall further maintain a plan for disaster preparedness that addresses ongoing business operations including delivery of the Doctor of Osteopathic Medicine degree program.		
<u>Application of Procedure.</u> UNTHSC Executive Vice President for Operations		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	The health science center shall maintain an on-campus force of trained and licensed professional safety officers.	UNTHSC Chief of Police
2.	UNTHSC police shall conduct a regular patrol of the campus and be available on site when called 24/7 including weekends and holidays.	UNTHSC Chief of Police
3.	The UNTHSC police will work under the authority of the State of Texas and shall conduct their activities in cooperation with other state and local law enforcement agencies.	UNTHSC Chief of Police
4.	UNTHSC shall maintain current plans for both emergency and disaster preparedness and provide public access to those plans. All students and employees of the health science center shall receive periodic training or orientation to the campus emergency preparedness plan as appropriate for their responsibilities.	Environmental Health and Safety Office

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 4.3 COCA 4.4	Learning Resources

<u>Procedure Statement.</u> The college will provide access to appropriate learning resources necessary to support the curriculum.	
<u>Application of Procedure.</u> TCOM Academic Affairs UNTHSC Information Technology Services (ITS)	
<u>Definitions.</u>	
	Learning resources shall include all print and electronic media resources and support as identified in the instructional design of the curriculum.
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The Office of Academic Affairs shall identify all required instructional materials within the various course syllabi by May 1 and October 1 for the succeeding academic semesters.	Senior Associate Dean for Academic Affairs
2. TCOM Academic Affairs shall provide an inventory of required media and support technology to UNTHSC Client Services (IT) and the Director of the Lewis Library to ascertain availability.	TCOM Academic Affairs
3. UNTHSC IT and the Lewis Library shall secure all required media resources prior to the first day of class each semester or the first day of scheduled use as appropriate.	UNTHSC IT, UNTHSC Library
4. Should required resources not be available, UNTHSC IT or the Lewis Library shall notify TCOM Academic Affairs. All parties shall work in cooperation with the TCOM Dean, the UNTHSC Executive Director for IT, the Director of the Lewis Library and UNTHSC Provost to either secure the necessary resources or provide appropriate modification to the instructional design. In no instance shall the curricular requirements be compromised as a method of resolution.	TCOM Dean, UNTHSC Executive Director for IT, Director of the Lewis Library, UNTHSC Provost
5. The adequacy and availability of learning resources at all sites responsible for delivery of the curriculum will be assessed at least annually to assure uniform compliance with these procedures.	Senior Associate Dean for Academic Affairs, Assistant Dean for Clinical Education Director of Clinical Education

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 5.1 Standards of Professional Conduct	Revised: October 2019

<u>Procedure Statement.</u> Employees of the college, its leadership, faculty and students shall be subject to the provisions of the Texas Government Code and UNTHSC policies governing standards of professional conduct. Such conduct shall be required in all activities of the college including patient care and interprofessional practice.	
<u>Application of Procedure.</u> Employees and Students of the College	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. All employees of the college shall be required to complete annual training in standards of conduct. Such training shall include recognition of conflicts of interest, nondiscrimination, fiscal accountability, due process, confidentiality of records and duties of disclosure.	UNT System Human Resources
2. Employees, if so requested, shall provide a certificate of completion of this training to UNT System Human Resources or the Office of the Dean of TCOM.	UNTHSC Employees
3. Where appropriate, committees and operational units of the college shall provide additional training and execute additional agreements and attestations with and by students, employees, and business associates of the college to foster compliance with this procedure.	Committee Secretaries, Contracting Agents
4. The college and the health science center shall charge specified committees and departments with providing competency training and assuring compliance with all policies and statutes that govern professional conduct.	TCOM Dean, UNTHSC Provost, President UNTHSC
5. All records of compliance with this procedure shall be retained by UNT System Human Resources, Office of Institutional Compliance and Integrity, or the respective departments.	UNT System Human Resources, Executive Assistants

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 5.2 Campus Diversity	Revised: October 2019

<u>Procedure Statement.</u> The college shall work in cooperation with the health science center to sustain a culturally diverse environment through its policies for the recruitment and continued development of students, faculty, and staff.	
<u>Application of Procedure.</u> TCOM Admissions TCOM Administration UNT System Human Resources	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The college shall support the activities of and maintain participation in the campus-wide Student Diversity and Inclusion initiative based in the Office of Student Development.	Select Faculty and Staff
2. The college shall encourage and support participation in programs created and operated by the Center for Diversity and International Programs	Center Director
3. The college shall abide by the Nondiscrimination/Equal Opportunity Employment and Affirmative Action policies of the health science center in its recruitment and hiring practices for staff and faculty.	TCOM Dean, TCOM Department Heads
4. To the extent permitted by law the college shall consider in its admissions decisions how each candidate has the potential of contributing to the diversity of the student body.	TCOM Admissions and Selections Committees
5. The college shall report its outcomes as related to this procedure to all regulatory authorities as required and make available those reports to the public.	Dean TCOM

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 5.3	Infection Control and Biohazard	

<u>Procedure Statement</u> The college shall work in cooperation with the health science center to adopt policies that address the handling of infectious and biohazardous materials and seek to prevent the spread of infection at all locations operated by the health science center. TCOM shall provide further guidelines for the safety of its students at remote sites.		
<u>Application of Procedure.</u> TCOM clinics and operational units of the health science center.		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	The college shall participate in and provide clinical direction to the campus-wide Infection Control Committee.	Chief Nursing Officer
2.	The health science center shall maintain a standing Biosafety Committee.	UNTHSC Provost
3.	The college shall prepare uniform policies and procedures in cooperation with the Infection Control Committee that address the handling of biohazardous materials in its clinics and campus laboratories.	Chief Nursing Officer, Infection Control Committee
4.	The college shall assure campus-wide distribution of all related policies through the health science center's policies Website.	UNTHSC Provost, UNTHSC Compliance Office
5.	The college shall participate in the training of all personnel who may have contact with infectious and biohazardous materials.	Chief Nursing Officer
6.	The college shall provide direction to all students regarding infection control procedures while participating in clinical experiences including procedures in the event of inadvertent contact. Those procedures will be distributed to all participating affiliated teaching sites.	Office of Clinical Education

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 5.4	Patient Care Supervision	

<u>Procedure Statement</u>		
TCOM students and residents engaged in patient care at UNTHSC operated facilities or as participants in UNTHSC affiliated training programs shall do so under the supervision of a licensed health care provider who has been credentialed to provide that scope of care. Visiting students and residents working in UNTHSC facilities or with UNTHSC employed faculty shall be similarly supervised.		
<u>Application of Procedure.</u>		
TCOM Students and Residents Visiting Students and Residents		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM students and residents engaged in patient care activities shall at all times be supervised by a duly licensed member of the clinical faculty who retains privileges for the scope of care being provided. Faculty or a similarly credentialed designee (resident or fellow with approved privileges) must be immediately available in the facility where the activity is taking place. Students who have demonstrated competence to the faculty may perform patient histories and physical examinations without immediate supervision if directed to do so by faculty.	TCOM Faculty, Residents and Fellows
2.	TCOM students and residents may form such additional tasks as may be directed by supervising faculty upon demonstrating competence to perform those tasks. In most instances, the provision of patient care shall require the immediate presence of a duly credentialed supervising provider who has ascertained the trainees level of proficiency.	TCOM Faculty, Residents and Fellows
3.	TCOM shall assure distribution of this procedure to students, residents and faculty as part of the orientation plan for clinical training.	TCOM Clinical Education, TCOM Educational Programs
4.	Students or residents who fail to follow procedures for clinical supervision may be removed from patient care activities at the discretion of the dean or her/his designee pending a disciplinary review.	TCOM Dean or Designee
5.	Faculty who fail to observe supervision procedures may be removed from participation in TCOM training programs and may be further subject to disciplinary action.	TCOM Dean

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017
COCA 6.3	Time to Degree	Revised: October 2019

<u>Procedure Statement.</u> TCOM provides a curriculum of instruction that encompasses four academic years (eight semesters) of continuous study. Candidates for the degree of Doctor of Osteopathic Medicine (DO) shall be required to complete the course of study within that time. Extension may be granted by the dean for academic remediation or to accommodate an approved leave of absence. Such extensions shall not exceed six academic years (twelve semesters) unless otherwise required by statute. Candidates for a dual degree may receive extensions beyond the six years to complete the dual degree.		
<u>Application of Procedure.</u> TCOM Students		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM shall create and publish a curriculum calendar that identifies the complete course of study required to obtain the Doctor of Osteopathic Medicine degree (DO).	TCOM Curriculum Committee, TCOM Academic Affairs, UNTHSC Student Affairs
2.	Students unable to satisfactorily complete all coursework in any semester may be offered the opportunity to repeat an academic year. This shall include students granted a leave of absence for personal reasons.	Student Performance Committee
3.	Students requiring an extension of time to graduation will be placed on a degree plan that will require graduation within six academic years (twelve semesters) from their original date of matriculation.	Senior Associate Dean for Academic Affairs
4.	Students registered and enrolled in a dual degree program will be permitted to extend their time to degree beyond the six years.	Dean TCOM
5.	Subject to regulatory compliance, the Dean of the college shall have final authority in determining any student's suitability for continued matriculation and approval of any extension of time allowed to complete the course of study leading to the DO degree.	Dean TCOM
6.	Curriculum calendars are subject to annual revisions that may result modifications to the course of study for any student unable to complete the DO degree program within four academic years of initial matriculation.	Curriculum Committee

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 6.4 Core Competency Training and Assessment	Revised: October 2019

<u>Procedure Statement.</u> TCOM shall determine the learning objectives for the Doctor of Osteopathic Medicine degree program. The content of the curriculum shall, at minimum, assure that students are provided training that will allow the acquisition of competence in osteopathic principles and practice, medical knowledge, interpersonal and communication skills, the professional and ethical practice of medicine, practice-based learning, and systems-based practice.	
<u>Application of Procedure.</u> TCOM Pre-clinical Course Directors TCOM Clerkship Directors	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall establish the core and general competencies that must be acquired by all students to successfully complete the Doctor of Osteopathic Medicine Degree program.	Curriculum Committee, TCOM Academic Affairs, TCOM Executive Committee
2. Each course required for the completion of the degree program shall have specific learning objectives. These objectives shall enable acquisition of the competencies approved by the college in this procedure although not all courses will necessarily provide competence in all domains. Competency-dedicated learning opportunities shall be incorporated into all coursework and learning experiences in the curriculum.	Course Directors, Clerkship Directors
3. Assessment tools in all coursework, including written and practical examinations, shall identify the competencies being assessed. Student performance on such assessments will be linked to the core competencies through the course syllabus.	Course Directors, Clerkship Directors.
4. Student advancement through the degree program shall require acquisition of minimum competence in each domain as determined by the college and, where so stated, by the accrediting body.	Senior Associate Dean for Academic Affairs
5. TCOM shall review overall student outcomes with respect to competency acquisition at least annually and make such modifications in its curriculum and instructional design as may be needed to effect improvement. Where such information is obtainable, the college shall review COMLEX scores and performance in evaluating the success of the degree program with regard to student competence.	Curriculum Committee

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 6.5 COCA 6.7 Curriculum of Instruction	Revised: October 2019

Procedure Statement. TCOM shall provide a curriculum of instruction, that will enable its students to acquire competence in the practice of osteopathic medicine and prepare its graduates to enter both primary and specialty care postdoctoral training programs. The content of the curriculum shall include learning opportunities in osteopathic principles, anatomy, physiology, biochemistry, pharmacology, genetics, pathology, microbiology, physical diagnosis, differential diagnosis, medical ethics, medical jurisprudence, internal medicine, family medicine, pediatrics, geriatrics, obstetrics and gynecology, preventive medicine, public health, psychiatry, surgery, radiology and methods of scientific discovery. The curriculum shall include self-directed learning experiences.	
Application of Procedure. TCOM Curriculum Committee	
Procedure / Duty	Responsible Party
1. TCOM shall determine the content of the curriculum of instruction for the Doctor of Osteopathic Medicine degree program to be inclusive of the specifications in this procedure and those of the COMLEX provided by the National Board of Osteopathic Medical Examiners.	Curriculum Committee, TCOM Executive Committee
2. Each course shall adopt an instructional design that acknowledges its content and context and is uniquely adapted to facilitate student learning to achieve its goals and objectives.	Associate Dean for Academic Affairs, Associate Dean for Curricular Design, Course Directors
3. The instructional design for each course shall provide sufficient opportunity and prescribed activities for self-directed study and self-assessment of learning.	Course Directors
4. The curriculum and instructional plans shall be subject to approval by the Executive Committee of the college. Plans for the fall semester shall be completed and submitted for approval by April 1 of the preceding semester. Plans for the spring semester shall be completed by September 1 of the preceding semester.	Senior Associate Dean for Academic Affairs, TCOM Executive Committee
5. Implementation of the curriculum and instructional plan shall be subject to continuous and contemporaneous review for intermediate outcomes.	Curriculum Committee
6. An annual review of the curriculum shall be completed that includes outcomes analysis of student performance on both internal and external assessments and course evaluations. This analysis shall be contained in a report to the Executive Committee that includes recommendations for any modifications in subsequent course offerings.	Senior Associate Dean for Academic Affairs
7. Recommendations shall be considered in the annual review of the college's strategic initiatives with regard to academic affairs.	TCOM Dean, TCOM Executive Committee

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 6.6 Osteopathic Curriculum	Revised: October 2019

<u>Procedure Statement.</u> TCOM will integrate osteopathic philosophy, principles and practices including didactic and hands-on opportunities within each year of the curriculum.	
<u>Application of Procedure.</u> TCOM Academic Affairs TCOM Department of Family Medicine	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall identify the cognitive and psychomotor competencies unique to the practice of osteopathic manipulative medicine that must be acquired by all students through the four-year curriculum.	Senior Associated Dean for Academic Affairs, Chair of Family and OMM, OMM Faculty
2. Learning opportunities for each of the several competencies identified in satisfaction of this procedure shall be assigned to each of the years of training as is appropriate for the level of student development. To the extent possible, training in osteopathic principles and manipulative medicine techniques shall be integrated into all course offerings although some dedicated training may be required.	Curriculum Committee, Preclinical Course Directors, Clinical Clerkship Directors
3. The TCOM osteopathic curriculum shall include supervised clinical observation and practice.	Curriculum Committee
4. TCOM shall monitor the success of its curriculum in osteopathic manipulative medicine through student performance on internal assessments and COMLEX Levels 1, 2 and 3.	Senior Associate Dean for Academic Affairs
5. The college shall review its curriculum in osteopathic manipulative medicine at least annually to assure compliance with this procedure and general attainment of student competence.	Curriculum Committee, TCOM Executive Committee

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 6.8 Interprofessional Practice	Revised: October 2019

Procedure Statement.
TCOM shall provide learning and practice opportunities for its students in partnership with other health care professionals to promote concepts of team-based Interprofessional practice.

Application of Procedure.
TCOM Academic Affairs
TCOM Pre-clinical Course Directors
TCOM Clerkship Directors

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall work in cooperation with the health science center to develop and execute a curriculum of interprofessional education inclusive of students from other health related programs.	UNTHSC Director of Interprofessional Education, Senior Associate Dean for Academic Affairs
2. The TCOM curriculum shall include discrete learning objectives and assessments intended to assure acquisition of competence in Interprofessional team-based health care delivery.	Senior Associate Dean for Academic Affairs, Assistant Dean for Osteopathic Clinical Education,
3. TCOM students shall have opportunities to observe and participate in the activities of diverse health care teams engaged in interprofessional practice during preclinical experiences and core clerkships.	Assistant Dean for Osteopathic Clinical Education, Clerkship Directors

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 6.9 COCA 6.10 COCA 6.11 Clinical Clerkships	

<u>Procedure Statement.</u> TCOM shall provide clinical education through the establishment of clinical clerkships with formal curricular structure that are in alignment with its mission and objectives. Such education shall be inclusive of experiences with the clinical practice of osteopathic physicians.	
<u>Application of Procedure.</u> TCOM Academic Affairs TCOM Educational Programs	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall determine the scope and distribution of clinical experiences, including the clinical practices of osteopathic physicians, to be required of each student and so designate these as comprising the core clerkships of the curriculum.	Curriculum Committee
2. Each core clerkship shall have a formally constructed syllabus that includes the learning objectives and competencies to be acquired by each student. The syllabus shall further identify the assessment tools that shall be applied to determine each student's level of achievement.	Assistant Dean for Osteopathic Clinical Education, Clerkship Directors
3. TCOM will maintain an inventory of affiliated core clerkship positions that is in excess of its projected annual enrollment.	Assistant Dean for Osteopathic Clinical Education, TCOM Dean
4. Faculty providing ambulatory clinical experiences will be limited to two students per clerkship period. Hospital-based rotations shall be limited to four students per faculty attending.	Clerkship Directors
5. Students shall be assigned to clerkship sites that have been specifically identified and evaluated for their ability to deliver a quality learning experience in the designated discipline. At least one core clerkships shall be conducted at sites that provide postdoctoral training through accredited residencies and fellowships. A minimum of one required third year rotation must be supervised by an osteopathic physician, and more than one rotation must include an inpatient setting.	TCOM Clinical Education
6. All core clerkships shall be evaluated through onsite inspections that occur at least annually, student feedback and outcomes on standardized student assessments. All core clerkship sites shall be required to provide comparable learning experiences that enable students to acquire the learning objectives in the published syllabus.	TCOM Clinical Education, Curriculum Committee

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 6.12 COMLEX-USA	

<u>Procedure Statement.</u>		
All candidates for the degree of Doctor of Osteopathic Medicine shall be required to participate in the COMLEX examination program published by the National Board of Osteopathic Medical Examiners. Students must meet all requirements set forth in the college catalogue as well as achieve passing grades on Levels I, II-CE and II-PE to receive the Doctor of Osteopathic Medicine degree. The curriculum and instructional design shall be modified periodically to maximize student competency acquisition as measured by performance on these examinations.		
<u>Application of Procedure.</u>		
TCOM Students		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	The college shall provide the NBOME with a roster of all students eligible to sit for COMLEX Levels I, II-CE and II-PE.	TCOM Academic Affairs
2.	Candidates for the DO degree shall be required to take COMLEX Level I prior to entering core clinical clerkships. Students not passing on any attempt will be subject to review by the TCOM Student Performance Committee and may be removed from clinical clerkships at the discretion of the TCOM Dean or her/his designee until the exam is remediated.	TCOM Dean, TCOM Student Performance Committee
3.	In addition to requirements set forth in the college catalogue, candidates for the DO degree shall be required to achieve a passing grade on COMLEX Level II-CE and Level II-PE to be eligible for graduation.	TCOM Students
4.	Cumulative data provided by the NBOME that includes school-specific performance on COMLEX Levels I, II and III shall be reviewed at least annually to assess overall student performance. Such data will be published on the college's Web site.	TCOM Curriculum Committee
5.	In order to assure acquisition of core competence, curricular content and instructional design shall be subject to revision based in part upon COMLEX performance.	TCOM Curriculum Committee

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017
COCA 7.1	Faculty Adequacy	Revised: October 2019

Procedure Statement.
TCOM shall recruit and sustain a sufficient and appropriately trained faculty to meet its mission and objectives. TCOM shall implement a staffing model for the faculty that is inclusive of osteopathic physicians, basic scientists, and other qualified instructors.

Application of Procedure.
TCOM Academic Affairs
TCOM Educational Programs

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM Academic Affairs shall complete an annual curriculum plan by April 1 for the succeeding academic year. The curriculum plan shall include a rubric for determining faculty requirements.	Senior Associate Dean for Academic Affairs
2. TCOM shall apply the approved faculty adequacy rubric to its curriculum to determine its faculty needs by May 1 for the succeeding academic year. This assessment shall include pre-clinical and clinical coursework both at the college's main campus and at core affiliate training sites.	Senior Associate Dean for Academic Affairs, Course Director, Assistant Dean for Osteopathic Clinical Education
3. The projected faculty needs for graduate medical education shall be determined according to recommendations of the various residency review committees and the support commitments agreed to by TCOM.	Senior Associate Dean for Graduate Medical Education
4. The projected faculty needs for admissions interviews and selections shall be determined according to projections for class size and the applicant pool.	Director of Admissions
5. The projected faculty needs to meet research time and effort obligations shall be determined by the Office of Grants Management.	UNTHSC VP for Research
6. The projected faculty needs for all additional administrative requirements of the college and the health science center shall be determined according to the various approved bylaws, policies and business plans.	Dean TCOM, UNTHSC Provost, UNTHSC President
7. The several needs assessments shall be compared to the roster of appointed faculty to determine the availability of a sufficient pool with appropriate scope of training and in the anticipated training venues to meet the curricular requirements of all students and all required administrative functions. Consideration will be given to assuring all faculty adequate opportunity to meet all academic and research commitments.	TCOM Dean, Associate Deans, Assistant Deans, Directors

8.	The college shall through this process identify and anticipate any deficiency in faculty number, qualification or distribution that will prevent the full conduct and administration of the Doctor of Osteopathic Medicine (D.O.) degree program for all of its enrolled students. Any such deficiency shall be remedied through the identification and recruitment of additional qualified faculty without compromise to the curriculum or administration of the degree program or college sponsored	TCOM Dean, UNTHSC Provost
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Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 7.2 Faculty Credentialing	

<u>Procedure Statement.</u> TCOM will assure the academic qualifications of and provide academic appointments to all faculty providing teaching and assessment in its core curriculum.	
<u>Application of Procedure.</u> TCOM Faculty.	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall identify in its syllabi and curricular documents all faculty assigned teaching and evaluation responsibilities for all courses.	Course Directors, Clerkship Directors
2. The Office of Academic Affairs shall compile a roster of its assigned faculty at the beginning of each academic year to include those faculty providing learning experiences at affiliated teaching sites.	Office of Academic Affairs, Office of Clinical Education
3. The annual roster of teaching faculty shall be compared to the current list of appointed faculty as maintained by UNTHSC Office of Faculty Affairs. All assigned faculty not holding academic appointments shall be notified and credentialing documents obtained as required by the faculty bylaws.	Office of the Dean TCOM
4. Credentials shall be submitted to the office of faculty affairs for processing and appointment to appropriate category and rank as defined in the faculty bylaws. To the extent possible, such processes shall be completed prior to each faculty member's participation in the academic program.	UNTHSC Office of Faculty Affairs
5. Faculty providing clinical care shall be required to maintain a license to practice in the venue in which they are providing care, board certification or eligibility, and medical liability insurance.	Clinical Faculty

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 7.3 Department Chair General Qualifications	Revised: October 2019

Procedure Statement.
 Department chairs shall have experience in teaching and academic leadership in a medical education setting. Such experience shall be of sufficient scope to enable the chair to oversee a robust and diverse department engaged in teaching, research and, where applicable, clinical practice. Chairs of clinical departments shall hold board certification in their specialty and have an active medical license.

Application of Procedure.
 TCOM Department Chairs

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. At such time as vacancies may arise in departmental leadership, a roster of potential candidates shall be generated through a search process.	TCOM Dean
2. At minimum, the credentials to be reviewed for all such candidates shall include a <i>curriculum vita</i> that describes teaching experience, recent publications related to education, recent research publications and associated funding, term and tenure of prior academic appointments, recent clinical activity where applicable, and references in support of these activities. Board certification and licensure will be verified.	TCOM Dean, Candidate Selections Committee
3. Recommendation for appointment to a departmental leadership position shall only be made upon determination that the selected candidate has demonstrated sufficient and successful experience in the management of core academic operations applicable to the position.	TCOM Dean, Chair Candidate Selection Committee
4. Final appointment to departmental leadership positions shall be made only upon confirmation that the successful candidate has acquired the skill and experience necessary under this procedure.	TCOM Dean, UNTHSC Provost
5. All faculty holding departmental leadership positions shall be subject to annual review to assure satisfactory conduct of their responsibilities.	TCOM Dean, UNTHSC Provost

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 7.4 COCA 7.5 Primary Care and OMM Leadership	Revised: October 2019

Procedure Statement.
The leadership of the college’s clinical education, the assistant dean for osteopathic clinical education, shall be a licensed osteopathic physician holding board- certification in a primary care discipline. The college must employ at least one full-time licensed Doctor of Osteopathic Medicine with active AOA board-certification through the American Osteopathic Board of Neuromusculoskeletal Medicine or have received a Certificate of Special Proficiency in Osteopathic Manipulative Medicine (C-SPOMM) whose duties include developing the osteopathic content of the curriculum..

Application of Procedure.
TCOM Dean
Family/OMM Medicine Chair

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. Vacancies for the position of assistant dean for osteopathic clinical education shall be filled through a search and selection process whereby candidate qualifications are assured to be in compliance with this procedure.	Chair Search Committee TCOM Dean
2. Confirmation of qualification shall be made either through primary source verification or the review of original documents.	Search and Selections Committee TCOM Dean
3. The Dean or Chair shall assure that the department/college includes at least one faculty member who holds certification or C- SPOMM by the AOBNMM. The Chair, Senior Associate Dean for Academic Affairs, or assistant dean for osteopathic clinical education may be so credentialed as to meet this requirement.	TCOM Dean Chair Family Medicine/OMM
4. TCOM may petition the COCA for exemption from this procedure under extraordinary circumstances however shall not permanently seat leadership that does not meet these qualifications without the written consent of the COCA.	TCOM Dean
5. The primary care and OMM leadership shall be subject to annual review to assure continued compliance with this procedure.	TCOM Dean, Chair Family Medicine/OMM, UNTHSC Faculty Affairs

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017
COCA 7.6 Faculty Development	Revised: October 2019

<u>Procedure Statement.</u> TCOM will provide an ongoing faculty development program and performance assessment process that is in keeping with its mission and objectives.	
<u>Application of Procedure.</u> Senior Associate Dean for Academic Affairs Senior Associate Dean for Graduate Medical Education UNTHSC Center for Innovative Learning	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall annually assess the performance of teaching faculty as medical educators using both peer and student assessment tools.	Senior Associate Dean for Academic Affairs, Course Directors
2. An annual needs assessment of the core faculty shall be performed and shall inform the faculty development program.	Associate Dean for Faculty Development
3. Faculty shall receive individual coaching based upon performance assessments.	Associate Dean for Faculty Development
4. Core teaching faculty of the college shall be required to participate in the TCOM Academy of Medical Educators. Academy members shall have protected time to receive ongoing instruction in the principles of adult learning, curricular planning, instructional design, assessment, osteopathic principles and such other topics as may be determined by the Associate Dean as necessary to support the college's degree program.	Senior Associate Dean for Academic Affairs, Senior Associate Dean for GME, AME Steering Committee, Center for Innovative Learning
5. Evaluations and program participation shall be shared with each faculty member's department chair for inclusion in their annual assessment.	Department Chairs
6. Student performance and faculty surveys shall be monitored to determine the efficacy of the development program.	TCOM Senior Leadership
7. All faculty shall be encouraged to participate in development programs provided by the health science center for all schools.	TCOM Dean, GSBS Dean

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 7.7 Faculty Senate	

<u>Procedure Statement.</u> TCOM faculty shall be represented on the UNTHSC Faculty Senate. The Senate shall serve as a forum for the free exchange of ideas and concerns of all faculty.	
<u>Application of Procedure.</u> TCOM Faculty	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall recognize the UNTHSC Faculty Senate as the duly elected body representing the interests of all faculty at the health science center. The structure and responsibilities of the Senate are embodied in its bylaws.	UNTHSC Provost
2. TCOM shall respect and sustain all authority granted to the Senate as described in its governance documents.	TCOM Leadership
3. TCOM shall encourage all faculty to participate in the proceedings of the Senate and abide by its policies and procedures.	TCOM Faculty
4. TCOM shall work in cooperation with the health science center to assure that the senate provides regular opportunities for open dialogue on matters that pertain to faculty affairs.	TCOM Dean
5. TCOM shall warrant that it will hold as harmless all commentary and opinion openly provided by its faculty during the normal proceedings of the Senate to the extent that there is no disclosure of confidential information or malicious intent of such discourse.	TCOM Dean

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 7.8	Faculty Policies	

<u>Procedure Statement.</u> The faculty bylaws, human resource policies of the health science center and contracts of employment shall define and describe the rights and responsibilities of the faculty.		
<u>Application of Procedure.</u> TCOM Faculty		
<u>Definitions.</u>		
	For purposes of this procedure faculty shall include all employees of the college with responsibility for providing direct instruction to students matriculated to the Doctor of Osteopathic Medicine degree program. Adjunct and affiliate faculty shall have certain rights, privileges and responsibilities as defined in the faculty bylaws and terms of affiliation with the college.	
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	At such time as an appointment may be offered, each faculty candidate will be provided with a contract of employment and directed to critical online human resource documents and the faculty bylaws.	UNT System Human Resources, Department Chairs
2.	New faculty shall be required to participate in an orientation program that provides information regarding rights and obligations as employees of the State of Texas.	UNT System Human Resources
3.	Each department shall provide orientation to new faculty including explanation of rank and tenure prior to final execution of the contract of employment.	Department Chair
4.	All employed faculty shall receive communication from the faculty senate and be entitled to vote on all matters pertaining to proposed modifications to the faculty bylaws.	UNTHSC Faculty Affairs
5.	TCOM faculty shall be given access to a Faculty Handbook that provides a comprehensive resource pertaining to the terms of their participation in the degree program and health science center policies that govern faculty employment and advancement.	TCOM Dean, UNTHSC Provost

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 8.1 COCA 8.2 COCA 8.3	Scholarly Production

<u>Procedure Statement.</u> TCOM and the health science center shall assure the resources and organization needed to advance knowledge through research and scholarly contributions in the basic biomedical sciences, clinical medicine and osteopathic principles and practice.	
<u>Application of Procedure.</u> TCOM and GSBS Departments and Institutes	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall incorporate into its strategic plan tactical initiatives to encourage and support the conduct of research and scholarly production. Such initiatives shall include collaboration across the health science center and be in alignment with the mission of the college and the health science center.	Department Chairs, Executive Director ORC, UNTHSC VP for Research
2. Research faculty shall be identified within TCOM and the health science center and shall be allocated sufficient time to participate in research activities. Additional faculty shall be recruited to support this strategic initiative.	Department Chairs, Institute Directors
3. TCOM shall designate in its annual budget support funding for its research initiatives.	TCOM Dean
4. TCOM shall provide ongoing training and mentorship for junior faculty, students and residents in the development and conduct of a research program.	Department Chairs, Associate Dean for Academic Affairs, Executive Director ORC
5. TCOM shall coordinate its efforts within the health science center and advocate for the provision of sufficient supporting resources to sustain the research effort.	TCOM Dean, Provost, Deans of GSBS, SPH, SCP and SHP
6. TCOM shall monitor satisfaction of the research initiative through designated metrics to include: applications for extramural funding, receipt of extramural awards and publication of scholarly work.	TCOM Dean, UNTHSC VP for Research
7. TCOM shall review the accomplishments of the faculty and students at least annually and make such modifications to its strategic plan and initiatives as may be needed to sustain the research effort.	TCOM Executive Committee

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 9.1	Admissions	

<u>Procedure Statement.</u> TCOM shall adopt admissions policies and criteria designed to recruit and enroll diverse and highly qualified candidates for the Doctor of Osteopathic Medicine Degree. The selections process shall consider the outcome performance of its graduates thereby enabling the college to meet its mission and objectives. All admissions policies and technical standards shall be published in the college catalogue.		
<u>Application of Procedure.</u> TCOM Admissions		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM shall maintain a formally organized Office of Admissions responsible for advising the dean on matters related to the application and admissions process and assuring implementation of the admissions policies of the college.	Director of Admissions
2.	TCOM shall require that all candidates accepted for admission will, by the time of enrollment, have completed no less than ninety (90) credit hours towards the completion of a baccalaureate degree from a college or university accredited by an agency recognized by the United States Department of Education.	Admissions Committee, UNTHSC Registrar
3.	Candidates presenting credentials from colleges or universities outside of the United States must show proof of equivalency to US-based education that is verifiable by the office of admissions before their application will be considered.	Director of Admissions
4.	TCOM shall adopt additional uniform selections criteria that are relevant to the scope and rigor of the curriculum and are in compliance with all regulatory authority and accreditation.	Admissions Committee, TCOM Executive Committee
5.	The Admissions Committee shall seek and obtain outcomes data that includes TCOM student performance and postdoctoral placement to inform the selections process and assure alignment with the mission of the college.	TCOM Admissions Committee, TCOM Academic Affairs, TCOM Educational Programs
6.	The Admissions Office shall provide regular reports to the TCOM Dean and Executive Committee regarding the selection process and academic profile for each class.	Director of Admissions
7.	All admissions policies shall be subject to annual review and approval by the Admissions Committee. Any changes to the policy must be approved by the TCOM Dean, the UNTHSC Provost and the UNT System Board of Regents. Policy changes shall be published one year in advance of their implementation in accordance with Texas Education Code 51.842.	TCOM Dean, UNTHSC Provost, UNT System Regents

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 9.2	Academic Standards	

<u>Procedure Statement.</u> TCOM shall publish a catalogue of its degree programs, educational objectives and course offerings annually in conjunction with the health science center. The catalogue shall include the most current statement of educational objectives, policies with regard to academic standards, grading, attendance, tuition fees, refund policy, student promotion, retention, graduation, academic freedom, students' rights and responsibilities. The catalogue shall further include the college's grievance policy and appeal procedures and other information pertinent to the student body.		
<u>Application of Procedure.</u> TCOM Academic Affairs TCOM Dean UNTHSC Student Affairs		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM shall receive the most current content of the UNTHSC catalogue in electronic format by March of each academic year.	UNTHSC Student Affairs
2.	TCOM shall review and revise the contents of the catalogue that pertain to the college. Each unit of the college shall take responsibility for its associated entries.	TCOM Dean, Associate Deans, Assistant Deans and Directors.
3.	TCOM shall review the final draft of all catalogue entries and submit its edits to Student Affairs by the publication deadline.	TCOM Dean, TCOM Executive Committee
4.	The catalogue of the health science center inclusive of the college's academic standards as stated in this procedure shall be readily available at the health science center's Internet Website.	UNTHSC Information Resources
5.	All students of the college shall be required to meet the degree requirements and student policies as described in the most current edition of the health science center catalogue. Allowance may be made for changes to the catalogue over the student's academic career at the discretion of the college and the health science center and as required by statute and accreditation.	TCOM Dean, UNTHSC Provost

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 9.3 Student Transfers	

<u>Procedure Statement.</u> Students enrolled in colleges or schools accredited by the Council on Osteopathic College Accreditation (COCA) or the Liaison Committee on Medical Education (LCME) are eligible to apply for admission to TCOM. Such candidates may be eligible for advanced standing upon transfer at the discretion of the TCOM Dean.	
<u>Application of Procedure.</u> TCOM Admissions	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. The Dean of TCOM shall make a preliminary determination regarding all requests to apply for transfer with advanced standing based upon existing capacity of the college's degree program.	Director of Admissions, TCOM Dean
2. TCOM shall consider for admission all duly executed and completed applications from students currently enrolled in good standing or having satisfactorily completed coursework and remaining in good standing at a COCA or LCME accredited college or school.	Selections Committee
3. The Student Performance Committee shall make recommendation to the Dean regarding the granting of credit for coursework previously completed or in progress at the time of selection. Coursework completed at institutions not accredited by COCA or the LCME shall not be accepted for credit by TCOM.	Student Performance Committee
4. The assignment of credit hours for coursework completed at another institution shall be governed by the policies of the health science center, the University of North Texas System and the Texas Higher Education Coordinating Board as may be applicable.	UNTHSC Registrar
5. TCOM shall establish such other criteria for transfer as is deemed necessary to assure the competence and quality performance of its students.	Director of Admissions, Student Performance Committee, TCOM Dean
6. Admitted transfer students must successfully complete at least two years of instruction at TCOM and all other published requirements to be eligible to receive the DO degree. This shall include the acquisition of competency in osteopathic manipulative medicine as required of all students.	TCOM Academic Affairs, UNTHSC Registrar
7. All policies regarding application for transfer shall be reviewed annually and published in the catalogue of the health science center. All policy changes in this regard shall be submitted to the TCOM Dean, the UNTHSC Provost and the UNT System Board of Regents for approval. Policy changes shall be published one year in advance of their implementation in accordance with Texas Education Code 51.842.	Director of Admissions, UNTHSC Student Affairs, Dean TCOM, UNTHSC Provost, UNT System Regents

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 9.4	Secure Records	

<u>Procedure Statement.</u> TCOM shall work in coordination with the health science center to assure an orderly, accurate, confidential, secure, and permanent system of student records.		
<u>Application of Procedure.</u> UNTHSC Student Affairs TCOM Academic Affairs		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM shall maintain the official records of student matriculation, performance and accomplishment as required by this procedure and regulatory statutes.	Senior Associate Dean for Academic Affairs, UNTHSC Student Affairs
2.	The health science center shall provide such support and facilities as may be needed to assure both the accuracy of the college's records and secure storage.	UNTHSC Provost
3.	The Office of Student Affairs shall serve as custodian of official transcripts and records of matriculation on behalf of the college.	UNTHSC Registrar
4.	The college shall retain all records of student performance and advisement including examinations and evaluations for at least three years or as required by statute, whichever is longer.	TCOM Academic Affairs, TCOM Educational Programs, UNTHSC Student Affairs
5.	Paper records shall be retained in facilities designed for this purpose and that provide reasonable protection against damage by water, heat or other man made or natural disaster.	UNTHSC Vice President for Facilities
6.	To the extent feasible, all critical records shall be reduced to electronic format. Electronic records shall be stored in at least two locations that are sufficiently separated geographically to assure that coincident damage by natural or other disaster is unlikely. To the extent possible, these facilities shall be impervious to unauthorized access. Such facilities shall be identified and maintained by the health science center and the UNT System.	UNTHSC Chief Information Officer.
7.	TCOM shall work in cooperation with the health science center to provide annual training to all employees regarding confidentiality of student records (FERPA).	UNT System Human Resources

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised:
COCA 9.5 COCA 9.7	Student Affairs

<u>Procedure Statement.</u> TCOM shall work in cooperation and coordination with the UNTHSC Office of Student Affairs to assure the provision of student services to include maintenance of student enrollment records, financial aid administration and debt management, and academic counseling.	
<u>Application of Procedure.</u> TCOM Dean UNTHSC Vice President for Student Affairs	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall identify the comprehensive support services needed to assure successful completion of the degree program by all students.	TCOM Dean
2. Adequate resources shall be designated in the annual budgets and facilities plans of the college and the health science center to provide the student support services identified in this procedure and such others that may be required.	TCOM Dean, UNTHSC VP for Student Affairs, UNTHSC Provost
3. The college shall oversee the quality of all services provided on its behalf and assure that each service meets both statutory requirements and student need.	UNTHSC Provost, TCOM Dean, VP Student Affairs
4. TCOM shall annually evaluate the scope and quality of services provided through student surveys and make such modifications as may be needed to assure general satisfaction and compliance with this procedure.	UNTHSC Office of Strategy and Organizational Excellence

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 9.6	Career Counseling	

<u>Procedure Statement.</u> TCOM shall work in cooperation and coordination with the UNTHSC Office of Student Affairs to assure the provision of career counseling that leads to informed participation in the national matching programs for graduate medical education.		
<u>Application of Procedure.</u> Senior Associate Dean for Graduate Medical Education UNTHSC Vice President for Student Affairs		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	The TCOM Office of Educational Programs shall create and implement a comprehensive and progressive curriculum that provides group and individualized residency counseling through all four years of the degree program.	Office of Educational Programs
2.	The residency counseling program shall utilize the resources of the TCOM Advisory Colleges to disseminate critical data and instructions to all students.	Executive Director of TCOM Advisory Colleges
3.	The Office of Educational Programs shall utilize the resources of the UNTHSC Office of Student Affairs to assist in preparing students for residency application and interviews.	TCOM Career Development Coordinator, UNTHSC Director of Student Services
4.	The Office of Educational Programs shall provide periodic reports to the TCOM Executive Committee regarding outcomes of the career counseling curriculum and recommendations for improvement.	Senior Associate Dean for Graduate Medical Education
5.	The Office of Student Affairs shall provide such additional career counseling as may be needed to students who will be unable to complete the degree program or enter a graduate medical education program.	Office of Student Affairs
6.	The Annual Student Survey shall provide feedback regarding services related to career counseling and inform continuous quality improvement.	Office of Organizational Excellence

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 9.8 COCA 9.9 COCA 9.10 COCA 9.11 Student Health Services	

<u>Procedure Statement.</u> TCOM shall provide access to physical and behavioral health services that respect each student's right to personal privacy. Students shall be required to retain health insurance while enrolled at the college.	
<u>Application of Procedure.</u> UNTHSC Student Health Services TCOM Students	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. UNTHSC shall secure the services of licensed health care providers and maintain clinic facilities that are dedicated solely for its enrolled students.	UNTHHealth Chief Medical Officer
2. Such facilities will provide services during regular business hours but may extend those hours as dictated by course schedules or historic student demand. TCOM will arrange access for Mental and Physical Health Services 24 hours a day, 365 days a year, accessible in all locations.	UNTHHealth, Office of Student Affairs, Office of Osteopathic Clinical Education
3. No student presenting for urgent care or assessment will be turned away. UNTHHealth will work in cooperation with the Office of Student Affairs to assure that the student clinic is an approved provider for carrier(s) offered by the college.	Student Health Services, Office of Student Affairs
4. UNTHSC will provide 24-hour access to behavioral and mental health services to all enrolled students. Such services will be provided in a confidential manner using both university based and external contract services.	Office of Student Affairs
5. TCOM will work in cooperation with the Office of Student Affairs to utilize the services of the Care Team to identify students demonstrating at-risk behaviors as part of its comprehensive student wellness and mental health initiative.	Office of Student Affairs
6. Access to psychiatric services will be available on campus at least one day per week with off campus services available the remaining times. Students may self-refer, be referred by the student clinic or another health care provider.	Student Health Services
7. TCOM shall provide information to its students regarding these services during new student orientation and through the college catalogue.	TCOM Dean, Office of Student Affairs
8. In no instance will a provider of health services be requested, required or permitted to provide an academic assessment or academic decision regarding a student for whom such care has been given unless the provision of care was deemed urgent and no other qualified provider was available..	UNTHHealth Clinical Faculty
9. Students are required to carry health insurance while enrolled in TCOM. The college will have available an insurance instrument for purchase for students who do not retain other commercial coverage that meets the college's minimum coverage requirements.	UNTHSC Student Affairs

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 10.1 COCA 10.2 COCA 10.3	Postdoctoral Medical Education

<u>Procedure Statement.</u> The college shall work in cooperation with the health science center to create learning opportunities that comprise formal postdoctoral training and continuing education for osteopathic medical graduates.	
<u>Application of Procedure.</u> Office of Educational Programs Professional and Continuing Education (PACE)	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. TCOM shall maintain support services for the development and maintenance of graduate medical education programs in the State of Texas.	Senior Associate Dean for Graduate Medical Education
2. TCOM shall serve as academic sponsor for graduate medical education programs at its affiliate hospitals providing such support as may be needed to maintain ACGME/AOA accreditation of those programs. Such support shall include library services, faculty development, on-site resident education, simulation, or such other services as may be identified by program directors.	Senior Associate Dean for Graduate Medical Education, Program Directors.
3. TCOM shall identify and facilitate the growth of ACGME-accredited graduate medical education programs within the State of Texas that meets the needs of its graduates and in accordance with its strategic plan. Services under these procedures shall include the provision of assistance in determining suitability for program development. the recruitment of program directors and faculty, preparation of program applications, resident recruitment, and curriculum delivery.	Office of Educational Programs
4. TCOM shall assist graduate medical education programs in determining suitability for osteopathic recognition by the ACGME and provide support in providing curriculum in osteopathic principles and manipulative medicine. TCOM shall further assist in providing preparatory training to graduates of allopathic medical schools who wish to participate in programs providing osteopathic recognition.	Office of Educational Programs, Department of Family Medicine
5. UNTHSC shall maintain accreditation for the delivery of continuing medical education programming and provide an ongoing, needs-based curriculum for the medical community.	Office of Professional and Continuing Education (INCEDO)

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017
COCA 11.1	Program Assessment	Revised: October 2019

<u>Procedure Statement.</u> TCOM shall connect its learning outcomes assessment to its mission, goals and objectives in order to continuously improve the educational quality of its osteopathic medical education program.		
<u>Application of Procedure.</u> TCOM Academic Affairs		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	Goals and learning objectives shall be identified and published for each course in the TCOM curriculum. Such goals shall be in concert with the mission of the college.	TCOM Faculty and Course Directors
2.	The TCOM Office of Academic Affairs shall review and make recommendations to the curriculum committee for approval of the curriculum. The Office shall submit an annual assessment plan and results of the degree program inclusive of instruments to assess and improve student and program learning outcomes. The assessment plan and results shall be reviewed annually by the University's Academic Program Assessment Review Team (APART).	Senior Associate Dean for Academic Affairs, Provost, Office of Organizational Excellence
3.	The recommendations of the curriculum committee shall be forwarded to the Executive Committee and Dean of TCOM to assure alignment with the mission and for final approval.	TCOM Dean and Department Chairs
4.	Student performance shall be reported to the Curriculum Committee at each of its regularly scheduled meetings with reports forwarded to the Executive Committee of TCOM for review.	Senior Associate Dean for Academic Affairs
5.	A summative report of student performance shall be provided to the Executive Committee in conjunction with its planning of tactical initiatives for the college. Strategies will be modified accordingly to effect continuous process improvement.	Senior Associate Dean for Academic Affairs, TCOM Dean and Department Chairs.

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017
COCA 11.2	Student Evaluation of Instruction	Revised: October 2019

<u>Procedure Statement.</u> TCOM students shall be given the opportunity to provide formative feedback to the college regarding all aspects of the educational program including learning experiences and campus services.		
<u>Application of Procedure.</u> TCOM Academic Affairs UNTHSC Office of Institutional Excellence		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	TCOM students will be invited to participate in the UNTHSC campus-wide student satisfaction survey produced annually.	UNTHSC Office of Institutional Excellence
2.	TCOM Office of Academic Affairs and the Office of Osteopathic Clinical Educations will identify dates annually when the Student Satisfaction Survey will be distributed.	UNTHSC Office of Institutional Excellence, Office of Academic Affairs, Office of Osteopathic Clinical Education
3.	During the preclinical curriculum, TCOM students will be given the opportunity to evaluate each course and each participating faculty member providing instruction during that course.	Educational Testing Services
4.	TCOM students will be given the opportunity to evaluate each clinical clerkship and the faculty providing instruction during that clerkship.	Educational Testing Services
5.	All survey instruments referenced in this procedure shall be distributed to students electronically. Submissions will be anonymous to the faculty and staff.	Educational Testing Services
6.	A summative report of student feedback will be distributed to committees and faculty of the college to enable curricular and instructional modifications as needed and with regard to student performance. Where needed to assure clarity, student focus groups will be assembled. Survey outcomes will be shared with student leaders in an effort to effect positive changes. All student evaluations of instruction shall be used to inform strategic initiatives by the college and the health science center.	TCOM and UNTHSC Leadership

Procedures of the Texas College of Osteopathic Medicine		Approved: July 2017 Effective: July 2017 Revised:
COCA 11.3	Student Indebtedness	

<u>Procedure Statement</u> TCOM shall work in cooperation with UNTHSC Student Affairs to provide data to students and the public regarding average debt accumulation attributable to their participation in the Doctor of Osteopathic Medicine degree program.		
<u>Application of Procedure.</u> UNTHSC Student Affairs		
<u>Procedure / Duty</u>		<u>Responsible Party</u>
1.	The UNTHSC Office of Student Affairs shall compile annual data regarding average debt load for enrolled students. Such data shall include all loan resources available to students.	UNTHSC Student Affairs
2.	UNTHSC shall aggregate its data and provide a four-year rolling average to TCOM for publication on its Website or in the college catalogue.	UNTHSC Student Affairs TCOM Dean
3.	UNTHSC shall further determine its default rate for loan funds administered under Title IV of the Higher Education Act for each of the immediately past four years.	UNTHSC Student Affairs

Procedures of the Texas College of Osteopathic Medicine	Approved: July 2017 Effective: July 2017 Revised: October 2019
COCA 11.4 COCA 11.5	Periodic Reports to the COCA

<u>Procedure Statement.</u> TCOM shall submit annual and mid-cycle reports to the COCA of its success in meeting its mission. TCOM shall provide opportunities within its curriculum for students to complete any survey instruments directed to students from the COCA.	
<u>Application of Procedure.</u> TCOM Dean TCOM Academic Affairs	
<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. Each operational unit within TCOM shall prepare and contribute to the COCA annual and mid-cycle report as assigned by the Office of the Dean	Associate Deans, Assistant Deans and Department Chairs
2. The annual and mid-cycle report will be submitted to COCA by the Dean. This report shall be inclusive of all elements as requested by the COCA.	TCOM Dean
3. The mid-cycle report shall be submitted to the UNTHSC Provost for approval prior to submission to the COCA.	TCOM Dean
4. The college shall make any necessary revisions to the mid-cycle report at the request of the Provost and submit the final report to the COCA in the prescribed format.	TCOM Dean
5. The annual and mid-cycle report will be submitted to the COCA in a format and time determined by the COCA	TCOM Dean
6. Time will be reserved in the curriculum calendar for completion of the COCA's annual survey of students.	Office of Academic Affairs