

<b>TCOM Accreditation Operating Procedures</b>	<b>Approved: July 2017</b>
<b>COCA Element 4.1 Facilities*</b>	<b>Effective: July 2017</b> <b>Revised: October 2019, February 2024</b>

**Element 4.1:**

A COM (and any branch campus) and its additional location must have facilities for the program of instruction that enable the authorized class size of students and faculty to pursue the mission, curriculum content and delivery, and research/scholarly activity of the COM.

A COM (and any branch campus) must have access to facilities for simulation and standardized patient encounters and must demonstrate how the facilities contribute to student achievement of learning outcomes of its curriculum.

A COM (and any branch campus) must assess the adequacy of the core and required clinical rotation facilities and involve students in the assessment.

The COM must have space available for use by students in a manner intended to support diversity, equity, and inclusion to the extent permitted by law, and must consult with students in the process of establishing such a space.

**Procedure Statement:** TCOM shall secure and maintain sufficient and appropriate facilities, including access to facilities for simulation and standardized patient encounters, for the program of instruction. These facilities shall enable students and faculty to pursue the mission; curriculum content and delivery; and research/scholarly activity. TCOM shall maintain a continuous assessment process, inclusive of student input, that reviews all facility resources, including facilities for core and required clinical clerkships, appropriate to achieving its mission and objectives.

<b>Procedure</b>		<b>Responsible Party</b>
1.	HSC shall provide TCOM with sufficient and appropriate facilities that enable the delivery of the Doctor of Osteopathic Medicine (D.O.) degree.	HSC Facilities Management HSC Space Committee
2.	TCOM shall work in cooperation with HSC team members to maintain an inventory of learning venues on its campus. Such inventory shall include instructional space for classroom and laboratory-based teaching, clinical simulation, standardized patient encounters, small group learning, self-study, and research.	Senior Associate Dean for Academic Affairs HSC Facilities Management HSC Space Committee
3.	TCOM shall identify the facilities required for the successful delivery of the curriculum at least 60 days before the beginning of each academic term.	Senior Associate Dean for Academic Affairs
4.	All required space shall be secured through HSC's room management program or by sending communication to other space providers, i.e. Simulation Center or Gross Anatomy Lab, at least 60 days before the beginning of each academic term.	Office of Academic Affairs
5.	Any conflicts arising with instructional space needs will be resolved in conjunction with other academic programs, HSC Space Committee, and the HSC Provost Office.	HSC Academic Programs HSC Provost Office HSC Space Committee

6.	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 Executive Director of Osteopathic Clinical Education
7.	TCOM shall assess the adequacy of the core and required clinical clerkship facilities periodically and include students in the assessment.	Assistant Dean for Osteopathic Clinical Education Executive Director of Osteopathic Clinical Education
8.	HSC must ensure students have access to space that supports the entire HSC student population.	HSC DSA HSC Facilities Management
9.	HSC shall survey the student population annually and include questions related to spaces created with a goal of supporting HSC students while on campus.	HSC UAA