



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 30.07, **Family Medicine Accelerated Track Committees**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to define the membership, roles and responsibilities, and operating timeline for the Family Medicine Accelerated Track (FMAT) program Steering Committee

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Educational Policy Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** It is the policy of The Texas Tech University Health Sciences Center School of Medicine to administer the Family Medicine Accelerated Track in a fair manner that recognizes the program's special demands on students, faculty, and family medicine residency programs. Under oversight from the Educational Policy Committee and with guidance from the SOM Office of Curriculum, the FMAT Steering Committee administers the program, makes decisions as needed about student and program issues, and provides regular reports to the Educational Policy Committee about program developments, accomplishments, and other data. The FMAT Admissions Committee participates in applicant interviews and reviews, recruiting events, and other activities involved in recruiting students or seating FMAT classes.
2. **FMAT Steering Committee**
 - a. Steering Committee Membership. The FMAT steering committee is chaired by FMAT program director(s). The committee is composed of two faculty representatives from each TTUHSC family medicine department in Amarillo, Lubbock and the Permian Basin, and one TTUHSC family medicine resident who completed FMAT program training. Every effort is made to rotate resident representation from regional campus programs. The School of Medicine Associate Dean for Admissions, Associate Dean for Academic Affairs, and Associate Dean for Student Affairs serve as ex officio members. The FMAT Program Coordinator provides administrative support.
 - b. Steering Committee Roles and Responsibilities. The Steering Committee's roles and responsibilities include the following:
 - 1) Review the FMAT medical school curriculum and program policies and make recommendations as needed to the Educational Policy Committee.
 - 2) Coordinate with the Student Promotions and Professional Conduct Committee to track student progress through the FMAT program and to establish guidelines for student transitions into and out of the FMAT program.
 - 3) Determine the number of available positions in each FMAT class, as well as the distribution of residency slots for FMAT graduates across TTUHSC family medicine programs.
 - 4) Review student and faculty requests related to schedules, regional campus experiences, and other issues that may arise.
 - 5) Provide oversight for processes that ensure smooth transitions from the medical school curriculum to family medicine residency.
 - 6) Review the FMAT residency transition process.

- 7) Oversee regular FMAT program evaluations and reporting.
 - 8) Respond to requests for FMAT program information and data.
 - 9) Serve as liaison to other medical schools involved in accelerated pathway training, staying abreast of national curricular and workforce trends.
- c. Meetings and Timeline. The FMAT Steering Committee meets at least once per year. An Annual Meeting, held in person, is conducted during the spring semester. Additional meetings are conducted via TechLink as needed.
 - d. Data Collection and Reporting. The FMAT Steering Committee works with the Office of Curriculum to track FMAT students' performance data, including course and clerkship grades, exam scores, OSCE performance, and other measures. It also works with family medicine residency programs to track FMAT residents' performance data, including in-training and board exams, milestone progress, post-residency employment, and other measures. The Committee oversees student and resident program and course evaluations. The Steering Committee makes an annual FMAT program report to the Educational Policy Committee.

3. FMAT Admissions Committee

- a. Admissions Committee Membership. The FMAT Admissions committee is chaired by the School of Medicine Associate Dean for Admissions. The committee is composed of faculty who teach in the FMAT1 course, as well as family medicine department faculty in Amarillo, Lubbock and the Permian Basin. The School of Medicine Associate Dean for Academic Affairs serves as an ex officio member. The FMAT Program Coordinator provides administrative support.
- b. Admissions Committee Roles and Responsibilities. The Admissions Committee's roles and responsibilities include the following:
 - 1) Interview students applying for the FMAT program during the fall School of Medicine admissions cycle and provide review and narrative feedback to the Admissions Office.
 - 2) Participate in FMAT Admissions Selection meetings.
 - 3) Participate in interviews and selection meetings for students who apply for the FMAT program during their MS 1 year.
 - 4) Serve as ambassadors and recruiters for the FMAT program.
- c. Meetings and Timeline. FMAT admissions interviews are conducted during the admissions cycle between August and December. FMAT Admissions Selection meetings are conducted during the fall semester in anticipation of making offers to students for the FMAT program. Interviews are also conducted during January or February for students in the MS1 class who are applying for a seat in the FMAT class.
- d. Data Collection and Reporting. The FMAT Admissions Committee works with the Office of Admissions to track interest in and applications to the FMAT program. The Admissions Committee provides information to the FMAT Steering Committee to assist in the preparation of reporting as needed.

4. Versions

1. April 7, 2016

2. December 20, 2018