



LCME Newsletter #6 – June 2020

Subcommittee Updates

During May, the following elements have gone through an initial review by subcommittees:

Organizational & Leadership Subcommittee: 1.5 Bylaws Updates to Bylaws will be reviewed this summer.

Academic & Learning Environments: 3.3 (Student & Residents) Diversity/Pipeline programs and partnerships—Subcommittee reviewed ISA data and came up with action items including communicating with students on diversity initiatives.

Faculty & Resources Subcommittee: 4.3 Faculty Appointment Policies, 4.4 Feedback to Faculty—A Faculty Performance Policy is being reviewed.

Curricular Objectives & Content Subcommittee: 6.6 Service Learning/Community Service—New service learning opportunities have been implemented into the medical education curriculum.

Curriculum Management & Assessment Subcommittee: 8.4 Evaluation of Educational Program Outcomes, 8.5 Medical Student Feedback—The school does a good job of evaluating outcomes and taking student feedback into consideration.

Medical Student Experience Subcommittee: 10.9 Student Assignment, 11.3 Oversight of Extramural Electives, 11.4 Provision of MSPE - Student Affairs is working on improving the process on approving away electives.

Institutional Student Analysis Subcommittee: The ISA subcommittee has completed their report and have presented it to the LCME Executive Committee and the LCME Task Force.

Congrats to Dr. Jesus Vallejo!



We are pleased to announce that Dr. Vallejo, M.D., will take on the new role as **Associate Dean of Admissions, Diversity, Equity and Multicultural Affairs**. Dr. Vallejo will continue to work collaboratively with Dr. Karen Johnson, Associate Dean of Admissions and with the Office of Diversity, Inclusion and Equity.

It is my distinct pleasure to announce that Jesus G. Vallejo, M.D., who has served as the Assistant Dean of Admissions since 2013, will now take on additional responsibilities as the Associate Dean for Admissions, Diversity, Equity and Multicultural Affairs at Baylor College of Medicine.

Dr. Vallejo received his Doctor of Medicine Degree from Baylor School of Medicine in 1989. He completed his Pediatric Internship in 1990, followed by his Pediatric Residency (1992) and then a Postdoctoral Fellowship in infectious Diseases (1996) at Texas Children's Hospital in Houston, TX.

Dr. Vallejo began his career at BCM in 1995 as an Instructor in the Department of Pediatrics, Section of Infectious Diseases. He served the department as an Assistant Professor from 1996-2005. He was promoted to Associate Professor in 2005, and then to Professor in 2013.

An accomplished researcher, Dr. Vallejo has mentored numerous students, residents and faculty. He has won awards, particularly recognizing him as an outstanding clinician and mentor. Please join me in celebrating Dr. Vallejo's newest appointment. I am looking forward to all he will accomplish in this position.

Sincerely,
Jennifer Christner, MD
Dean, School of Medicine

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Elements of the Month

Element 5.7—Security, Student Safety and Disaster Preparedness

Element 5.8—Library Resources

Element 5.9—Information Technology

Element 5.7 — Security, Student Safety and Disaster Preparedness

Element 5.7 states that a medical school ensures that adequate security systems are in place at all locations and publishes policies and procedures to ensure student safety and to address emergency and disaster preparedness.

Baylor College of Medicine is committed to providing its students, trainees, faculty, staff and guests with a safe environment. We believe everyone at BCM has a shared responsibility for the safety of our institution. If you see something suspicious please contact the BCM Security Command Center.

What does the BCM Security Department assist with?

The Security Department assists all students, trainees, faculty, staff, visitors and patients who are victims of a crime by advising and/or contacting the appropriate agency. Victims of any crime, whether or not it occurs on the Baylor campus, are urged to report the crime to the Houston Police Department or other appropriate agency. The Security Department operates 24 hours a day, seven days a week. At least one Houston Police officer is on duty and present on the campus at all times.

The Security Department works collaboratively with the Texas Medical Center Police on safety tools and measures which impact the BCM community. For example, blue light telephones are located around the Texas Medical Center to assist Baylor community members with contacting help during an emergency.

What are the Emergency and Safety Contacts I should be familiar with?

Baylor Security Office: (713) 798-3000 Baylor Emergency Line: 8811 TMC Security: (713) 795-0000 Non-emergency situations: (713) 798-3000

If you call 911 regarding an incident on campus from a Baylor phone, the Baylor Security Department will receive notification as well so that all responses are coordinated between the College and the Houston Police Department

How can we access the latest BCM Annual Security Report?

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Acts, Baylor College of Medicine publishes an Annual Security Report that informs our campus community and the public about campus security. [Read The Report.](#)

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Continuation of Element 5.7 — Security, Student Safety and Disaster Preparedness...

Does TMC offer Safety Escort Services?

The Texas Medical Center Police Department is available 24/7 for those students who have a legitimate fear that would prevent a student from feeling safe while crossing the TMC campus. The purpose of this escort is to provide a measure of safety for those students that are uncomfortable, fearful or uneasy about walking alone on campus. The Safety Escort is not intended to replace existing transportation services such as the Campus Shuttles, for inclement weather or to discourage individuals from walking in groups, but a safety option for those that have a genuine concern for their personal safety. For a Safety Escort call **(713) 795-0000**.

Reporting Safety Problems After Hours, Weekends or Holidays?

While not all offices are open outside of normal working hours, the Baylor Security Department is available 24 hours a day, seven days a week. If you need to reach someone about any safety or security concern outside of normal business hours, call Baylor Security at **(713) 798-3000** and inform the Security Dispatch Operator that your call involves a safety issue/concern.

Baylor respects the rights of individuals who wish to report crimes or safety issues anonymously. While anonymous reporting may affect the College's ability to investigate and address the crime, it still allows Baylor to include the crime for statistical purposes. Individuals may report anonymously to the Integrity Hotline by calling **(855) 764-7292** or at the following link: [Ethics Point](#) (enter organization name as Baylor College of Medicine).



Does BCM have a College Emergency Information Line and Emergency Notification System?

Yes. Call **(713) 798-4444** for the College Emergency Information Line. A recorded announcement will provide important updates on the situation.

Baylor College of Medicine has implemented an emergency notification system to alert students, trainees, faculty and staff of a crisis or catastrophic event. To receive phone, e-mail and text messaging notifications, you must first log into ENS using your Baylor ECA username and password. Be sure to keep your contact information up to date. [Emergency Notification System](#) (Baylor login required)

In addition, all Baylor students, trainees, faculty and staff are encouraged to regularly review the [Emergency Management](#) Guide (Baylor login required). The purpose of this Guide is to assist you during emergencies such as fires, disasters, bomb threats or medical emergencies. From the Guide, members of the Baylor community may also access the [Baylor College of Medicine Emergency/Disaster Management Plan](#). (Baylor login required)

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Element 5.8 — Library Resources

Element 5.8 states that a medical school provides ready access to well-maintained library resources sufficient in breadth of holdings and technology to support its educational and other missions. Library services are supervised by a professional staff that is familiar with regional and national information resources and data systems and is responsive to the needs of the medical students, faculty members, and others associated with the institution.



The Texas Medical Center (TMC) is home to the largest concentration of medical professional and experts anywhere in the world. Collectively, the Texas Medical Center is the largest employer in Houston. The Library plays a vital role for the institutions inhabiting the 1,345 square acre campus that is the TMC. The TMC Library is one of the 56 institutions that make up the Texas Medical Center.

In addition, Baylor students have access to the Academic Success Center (ASC) resources. The ASC houses a variety of self-instructional materials for foundational and clinical courses including textbooks, audiocassettes, computer programs, slide sets, videocassettes and interactive video. Materials are available for use in the ASC and may be signed out overnight for clinical presentations.

The ASC is located on the 2nd floor of the DeBakey Center@ BCM. The main area of the ASC includes a large reading area, open study carrels, three group rooms, 13 individual rooms, and two computer labs. It is open seven days a week. Winter and summer vacation breaks are announced. There is also FREE printing available at both the TMC and ASC.

What are the TMC library hours during COVID?

The TMC Library has reopened at 25% capacity. Library hours are 7 a.m. – 5 p.m. Monday – Friday. All visitors should check in at the circulation desk and are required to wear a mask and observe social distancing. Services also will still be available online. Use the TMC Library website to request a virtual meeting and other services.

The TMC Library
1133 John Freeman Blvd.
Houston, TX 77030
Phone: 713.795.4200

What services does the TMC Library and ASC offer BCM students, faculty, and/or staff ?

The TMC Library services include consultations, reviews and literature searches. Library liaisons are also available to assist. Librarians will be available through chat, e-mail and requests for consultations through the Library's website <https://library.tmc.edu/>. Free printing is also available at the TMC Library.

In addition, there are two liaison librarians assigned to Baylor College of Medicine:

Amy Sisson

Amy.sisson@library.tmc.edu

Lara Ouellette

Lara.ouellette@library.tmc.edu

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...Continuation of Element 5.8 — Library Resources

During COVID, the library liaisons are available virtually to help with access issues, literature searches, consultations, and everything students and faculty may need.

Librarian Support Services at BCM offer: PICO Question Development, SCOPUS & Search Assistance, Bibliography & Citation Management, Access to eBooks & full articles, Inter-Library Loan Service, and Publication Tracking & Pub Med.

Element 5.9 — Information Technology Resources/Staff

Element 5.9 states that a medical school provides access to well-maintained information technology resources sufficient in scope to support its educational and other missions. The information technology staff serving a medical education program has sufficient expertise to fulfill its responsibilities and is responsive to the needs of the medical students, faculty members, and others associated with the institution.



Education technology support is provided by the Academic Technologies team within the Office of Information Technology. We offer a wide range of services to enhance the instructional/learning experience for Baylor College of Medicine faculty and learner.

Where in BCM is tech support services located?

A technician can be located on the 2nd, 3rd, and 4th floors of the DeBakey Building. Please call 713-798-3061 if the Technician is not at the desk. However, during COVID, you may Contact the [Education Technology](#) Staff for questions about technology at BCM.

If you need immediate assistance, call the BCM Help Desk at (713) 798-8737 or send an email to it-support@bcm.edu.

How to access BCM IT Popular Services.

BCM IT offers a wide array of services designed to foster collaboration and productivity among faculty, staff, and students. [Click here](#) to view some of the most commonly utilized IT services.

Contact the Academic Technologies team for assistance with:

For Education Information Technology

- Blackboard
- VPN Setup
- Laptop Issues
- NBME Exam Rediness
- Wi-Fi
- Exam Soft
- Technology & Librarian Support

Please see us on the 2nd floor of the DeBakey Building or email us at ed-tech@bcm.edu

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....Continuation of Element 5.9 — Information Technology Resources/ Staff

Contact BCM Information Technology for assistance with:

For BCM Information Technology

- Password Issues
- Office 365 Help
- Cybersecurity Help
- Username & Password Questions
- Email Issues
- Email Service
- Email Service for your Phone

Please email it-support@bcm.edu.

Faculty Ed-Tech Resources:

Education technology support for faculty is provided by the Academic Technologies team. This includes assistance with Blackboard, Box, ExamSoft, Poll Everywhere, and vBrick.

For Faculty Ed-Tech Resources, please [see here](#).

COVID-19 and LCME

For information on accreditation-related resources and information as they become available related to COVID-19 please visit <https://lcme.org/covid-19/>.

In our next LCME Newsletter ...

In the July newsletter we will look at elements 1.2, 12.5 and 1.4. You will also be provided with our monthly subcommittee updates and any other LCME information as it pertains to our upcoming site visit. For more information please visit our LCME website at www.bcm.edu/lcme.

Accreditation Contacts

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For general inquiries or concerns please email-
SOM-LCME@bcm.edu

Resources

BCM Self-Study Website:
www.bcm.edu/lcme

LCME: <https://lcme.org/>

Policies & Procedures: (intranet)
<https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Policies>

SOM Student Handbook
<https://www.bcm.edu/education/schools/medical-school/md-program/student-handbook>

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