



Medical Staff Services
PO Box 7239
Odessa, TX 79762
OFF: 432-640-1116
FAX: 432-640-1057

FOR TTUHSC CONTRACTED STUDENTS ONLY:

****SUB-INTERNSHIPS are defined as clinical rotation(s) that are less than the entire academic year cycle. Advance notice of two-weeks for returning students is desired. Returning students who have complied with MCH Orientation requirements for the current academic year cycle need only complete Form #8-Student Supervising Physician Clerkship Coordinator or Program Coordinator Agreement.**

**MEDICAL STUDENT / PHYSICIAN ASSISTANT STUDENT
Internships & Sub-Internships Performed at Medical Center Hospital**

Medical Student and Physician Assistant internships & sub-internships performed at Medical Center Hospital will require the following departments to be contacted and respective forms/documents to be submitted a minimum of three (3) weeks prior to the anticipated start date of clinical rotations at MCH.

MCH MEDICAL STAFF SERVICES:

(432) 640-1116, medstaff@echd.org

Submit the following:

1. Student Involvement on Clinical Rotations for the Medical Student and Physician Assistant Student (for student information only)
2. Student Participant (form attached, 1-page document) - must also provide copy to **MCH HEALTH & WELLNESS**
3. **Photocopy of a government issued picture I.D. (driver's license, passport)**
4. Student/Supervising Physician/Clerkship Coordinator Agreement (form attached, 1-page document)
5. **Letter of "Good Standing" that identifies:**
 - a) current graduate year of student
 - b) dates approved for clinical rotation at MCH
 - c) proof of malpractice coverage, amounts and dates
 - d) coverage by health insurance
 - e) clean report of criminal history background check
6. **Clinical rotation calendar to include:**
 - a) rotation dates
 - b) identity of supervising physician(s)
 - c) specialty of rotation
7. Affiliation Agreement – Required for each NON-Texas Tech student (7-page document)

MCH HEALTH & WELLNESS:

Sonya Garcia or Anita McDowell (432) 640-1154, HealthandWellnessDepartment@echd.org

1. All immunization records - see Student Immunization Requirements (form attached)
2. **Copy** of Student Participant form

MCH STAFF DEVELOPMENT: (Schedule Orientation Date)

Pam Hodnett (432) 640-1159, phodnett@echd.org

1. Pam will schedule an Orientation Date
Orientation will include:
 - a. Education on all MCH Policies and Procedures
 - b. Portal Training / issuance of password (Portal training waived on TTUHSC for sub-internships)
 - c. Issuance of the MCH I.D. Badge

INFORMATION TECHNOLOGY

Brad Shook, Medical Imaging Systems Manager, bshook@echd.org

1. MCH Portal User Request – Submit online to the link below:
<http://www.medicalcenterhealthsystem.com/CustomPages/PortalRequest.aspx>

REQUIRED:

1. All students must be "CLEARED" by the MCH Health & Wellness Department and by the Medical Staff Office **before** issuance of the MCH I.D. Badge – and **before** beginning clinical rotation(s). **TTUHSC PA Students** at Orientation are required to relinquish their current TT picture I.D. badge and will be issued a double sided badge that includes the required TT & MCH picture I.D; issued badge is returned to the Medical Staff Office when approved rotation(s) end.
2. All students must adhere to MCH Dress Code at all times while on MCH premises including Orientation day. The MCH I.D. Badge is issued and worn in accordance with MCH Policy; otherwise it will not be issued.
3. Medical Staff Services maintains and posts all clinical rotation schedules as internal information; revisions are to be provided as soon as possible and as they occur.

It is assumed students will be "CLEARED" by the MCH Health & Wellness Department; please schedule your Orientation date with MCH Staff Development simultaneous to submitting required documents to MCH Medical Staff Services and immunization records to MCH Health & Wellness. Questions may be directed to (432) 640-1116 or medstaff@echd.org