



Texas Children's Hospital
Pediatric Physician Assistant Fellowship Programs
New PA Trainee Handbook
2025



Dear PA Trainee,

Congratulations on your new journey! We are so excited to welcome you into the Surgery, Orthopedic, and Community Surgery Physician Assistant Fellowship classes. You will have a busy year ahead but we have equipped you with a lot of tools that will get you started on the right foot. In this handbook, you will find helpful information about working at TCH, along with some fun things to do in the city of Houston. We want your transition into the fellowship at Texas Children's to be enjoyable and stress-free. Please contact us if you have any questions, we're happy to help.

Welcome aboard!

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PA Fellowship Program Mission Statements

TCH PA Surgical Fellowship Program

Our mission is to provide a dynamic pediatric surgical training experience for physician assistants enabling them to provide the highest level of care and create a healthier future for pediatric patients. At the largest Pediatric institution in North America, PA trainees will gain foundational knowledge through simulated workshops, skills labs, cadaver labs and a lecture series to help increase their surgical knowledge base while working alongside world-class surgeons and ancillary staff. By rotating through multiple pediatric surgical subspecialties, PA trainees gain remarkable operative technical skills and become accomplished pediatric surgical providers. The PA trainees receive training in the clinics, operating rooms, inpatient floors, and ICUs where they will become proficient in pre-operative, intra-operative, and post-operative care. Our PA trainees will receive vital exposure under appropriate supervision, to basic and advanced surgical concepts and techniques, that will help them gain confidence and experience necessary to practice in a wide variety of pediatric surgical subspecialties in academic and private settings.

TCH PA Orthopedic Fellowship Program

Our mission is to provide a dynamic pediatric orthopedic training experience for physician assistants enabling them to provide the highest level of care and create a healthier future for pediatric patients. At the largest Pediatric institution in North America, PA trainees will gain foundational knowledge through simulated workshops, skills labs, cadaver labs and a lecture series to help increase their surgical knowledge base while working alongside world-class surgeons and ancillary staff. By rotating through multiple pediatric orthopedic subspecialties, PA trainees gain remarkable operative technical skills and become accomplished pediatric orthopedic providers. The PA trainees receive training in the clinics, operating rooms, inpatient floors, and ICUs where they will become proficient in pre-operative, intra-operative, and post-operative care. Our PA trainees will receive vital exposure under appropriate supervision, to basic and advanced surgical concepts and techniques, that will help them gain confidence and experience necessary to practice in a wide variety of pediatric orthopedic subspecialties in academic and private settings.

TCH PA Community Fellowship Program

Our mission is to provide a dynamic pediatric community surgical training experience for physician assistants enabling them to provide the highest level of care and create a healthier future for pediatric patients. At the largest Pediatric institution in North America, PA trainees will gain foundational knowledge through simulated workshops, skills labs, cadaver labs and a lecture series to help increase their surgical knowledge base while working alongside world-class surgeons and ancillary staff. By rotating through multiple pediatric surgical subspecialties, PA trainees gain remarkable operative technical skills and become accomplished pediatric surgical providers. The PA trainees receive training in the clinics, operating rooms, inpatient floors, and ICUs where they will become proficient in pre-operative, intra-operative, and post-operative care. Our PA trainees will receive vital exposure under appropriate supervision, to basic and advanced surgical concepts and techniques, that will help them gain confidence and experience necessary to practice in a wide variety of pediatric surgical subspecialties in academic and private settings.

Physician Assistant Trainee Job Description, Roles, Responsibilities and Technical Standards

JOB INFORMATION

<i>Effective Date:</i>	2/1/2017
<i>Title:</i>	Physician Assistant Fellow/Trainee
<i>Job Code:</i>	7567
<i>Org Unit:</i>	Various
<i>Supervisor's Title</i>	Manager or above
<i>FLSA</i>	Exempt
<i>Supervisory Responsibility:</i>	None
<i>Patient Care Provider</i>	Direct
<i>Responsibility:</i>	

JOB SUMMARY

As a Physician Assistant trainee, clinical experiences will be directly supervised by instructional faculty (to include Physician Assistants, Nurse Practitioners, and MDs at Texas Children's Hospital). Clinical experiences will include providing developmentally appropriate and age appropriate health maintenance for children, episodic care for ill children, and comprehensive care for children with chronic and acute conditions, including interdependent responsibilities in the assessment, diagnosis, and initiation of treatment and procedures. Through this fellowship, PA trainees will obtain a broad educational and clinical background in the care of the pediatric patient. PA trainees will observe and practice alongside their instructional faculty, rotating through subspecialty services and supporting services. PA trainee must progress with increasing independence throughout the program and be capable of competent practice as a surgical PA to successfully complete the program. PA trainees will be involved in education, consultation, research, and evaluation of clinical practice at various levels. All duties are performed in a manner developmentally appropriate to the ages of patients served. Trainees must meet all of the essential duties and responsibilities listed below. These duties and responsibilities are not intended to deter any candidate for whom reasonable accommodation will allow for successful completion of the training program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibility A: Under the direct supervision of instructional faculty, utilizes advanced practice knowledge and skills to systematically collect and evaluate health assessment data.

- Obtains a comprehensive health, developmental, and family history on patients, as documented in the patient's chart.
- Assesses the patient's physical status through the physical examination, as documented in the patient's chart.
- Differentiates between normal and abnormal findings, as documented in the patient's chart.
- Performs or recommends age-appropriate health screening procedures, as documented in the patient's chart.
- Provides health maintenance and health promotion for children of all ages, as documented in the patient's chart.
- Performs and evaluates diagnostic procedures and laboratory tests, as documented in the patient's chart.
- Analyzes multiple sources of data and formulates a differential diagnosis in collaboration with physicians, as demonstrated in the written documentation.
- Follows established protocols to manage specific patient problems/care with 95% accuracy.

- Formulates a plan of care in collaboration with other health care professionals and documents the plan in the patient's chart.
- Evaluates responses to interventions and modifies the plan of care, as demonstrated by written documentation.
- Accurately presents and documents the data -history, physical, impression, and plan of care on all patients, as demonstrated in the written documentation.
- Writes accurate, legible orders that are co-signed by a physician, as appropriate, as demonstrated in the patient's chart.
- Demonstrate competency in First Assist skill set.

Responsibility B: Under the direct supervision of instructional faculty, consistently demonstrates effective communication skills and works to eliminate communication barriers.

- Collaborates effectively with other members of the health care disciplines to provide comprehensive care to patients.
- Utilizes effective and appropriate interviewing skills to elicit information from patient and/or family and collaborates with them in the development of the plan of care.
- Communicates with health care team members the comprehensive assessment, impression, and plan of care.
- Communicates positively and appropriately with colleagues in order to work effectively as a team.
- Perceives non-verbal communication and respond appropriately to emotions communicated.
 - Demonstrates insight into personal strengths and weaknesses.

Responsibility C: Under the direct supervision of instructional faculty, provides educational resources for the patient and family.

- Identifies and documents patient/family learning needs, readiness to learn, and level of understanding, incorporating family culture and belief systems on all patients.
- Assesses and documents impediments to patient/family learning and formulates plans to overcome them as needed.
- Serves as an educational resource to the patient/family.

Responsibility D: Under the direct supervision of instructional faculty, consistently applies new knowledge relevant to clinical practice.

- Communicates research findings to other health care professionals as observed by patient documentation and presentations.
- Integrates research findings into clinical practice as observed by patient documentation and presentations.
- Demonstrate adequate skill set to perform both high and low acuity procedures. (Division specific)
- Demonstrates life-long learning behaviors.

Responsibility E: Under the direct supervision of instructional faculty, demonstrates current professional, and/or technical knowledge and skills.

- Maintains knowledge base by reading professional literature, attending required didactics, and passing end of rotation examinations.
- Attends all required meetings or notifies program director to be excused.
- Adheres to a 60-80-hour work week policy while behaving in a moral and ethical manner.
- Check in with instructional faculty, check email, clock in and out daily.
- Arrive on time and be prepared for clinical activities

Knowledge and Skills

- Knowledge of physician assistant functions and medical terminology.
- Knowledge of adult learning principles and how to apply these principles to teaching.
- Ability to operate all types of equipment and perform routine and special procedures used in the daily physician assistant care of children.
- Ability to work effectively with others.

- Ability to demonstrate professional qualities
- Incumbent must develop comprehensive skills in the operation of all types of equipment and the ability to perform special procedures used in the daily physician assistant care of children.

QUALIFICATIONS

The formal education and experience required for completely satisfactory performance in this job are as follows:

Education

Req	Pref	Education Level	Education Details	
X		Bachelor's Degree		r
X		Master's Degree	Physician Assistant Studies	

Additional Licenses Information

Preferred:

- Current board certification for PA or scheduled PANCE
- Current or Temporary Texas PA License with the Texas Medical Board

Standard ADA Settings

General Requirements (needs the ability to at least...)

Requirement	Continually (80%)	Frequently (50%)	Occasionally (25%)	Rarely/Never (<2%)
Bend/Stoop		X		
Climb Ladders				X
Climb Stairs		X		
Crouch			X	
Drive a company vehicle (CDL not required)				X
Drive a company vehicle (CDL required)				X
Kneel			X	
Maintain Balance		X		
Maintain personal hygiene and appearance	X			
Reach		X		
Sit		X		

General Requirements (needs the ability to at least...)

Requirement	Continually (80%)	Frequently (50%)	Occasionally (25%)	Rarely/Never (<2%)
Stand		X		
Twist			X	

Walk	X			
Work extended time without a break	X			

Sensory Requirements (needs the ability to at least...)

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (<2%)</i>
Hear - Normal Speech	X			
Hear - Overhead Pages	X			
Hear – Telephone Use	X			
Vision – Color	X			
Vision – Depth Perception	X			
Vision – Far	X			
Vision – Fine Details	X			
Vision – Near	X			

Mental & Emotional Requirements (needs the ability to at least...)

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (<2%)</i>
Adapt to shift work	X			
Cope with anger/fear/hostility of	X			
Cope with a high level of	X			
Demonstrate a high	X			
Handle a high degree of	X			
Handle multiple priorities in a stressful situation	X			
Make decision under	X			
Manage altercations	X			
Work Alone	X			
Work in areas that are	X			
Verbal Communication	X			

Required Lifting (needs the ability to lift at least...)

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (<2%)</i>
up to 10 lbs			X	
11 to 24 lbs			X	
25 to 34 lbs			X	
35 to 50 lbs			X	
Over 50 lbs			X	

Pushing/Pulling (needs the ability to push/pull at least...)

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (<2%)</i>
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up to 10 lbs			X	
11 to 24 lbs			X	
25 to 34 lbs			X	
35 to 50 lbs			X	
Over 50 lbs			X	

Hand Manipulation (needs the ability to ...)

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (<2%)</i>
Grasp	X			
Fine Manipulation	X			
Use Keyboards and/or Mouse	X			

Other

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (>2%)</i>
Animal Handling				X
Has the ability to accept flexible schedule to meet unit needs.	X			
Has the ability to accept call schedule to meet unit needs.	X			

Environmental Exposure

<i>Requirement</i>	<i>Continually (80%)</i>	<i>Frequently (50%)</i>	<i>Occasionally (25%)</i>	<i>Rarely/Never (>2%)</i>
Blood/Body Fluids Exposure	X			
Chemical Agents		X		
Chemotherapeutic Agent(s)			X	
Confined spaces (see definitions)				X
Dust, Fumes, Gases			X	
Extremes in Temperature or Humidity (see definitions)				X
Hazardous or Moving Equipment				X
Infectious Disease Exposure	X			
Laser Exposure			X	
Loud Noises (see definitions)			X	
Radiation (Diagnostic/Therapeutic) Exposure			X	
Unprotected Heights				X
Vibration			X	

Definitions for Environmental Exposure:

- Extremes in temperature (>90degrees F)/humidity (>80%RH)
- Loud noise: >85dBA, this can be judged when a person is within 3' from another person and has to raise their voice to be heard.
- Confined space: A space that is large enough to get in and out of, with limited means of access/egress and is not designed for human occupancy. Examples include air handler units, elevator pits, cooling towers, lift stations and underground vaults

Does employee need to operate motorized equipment/machines?
No
Does employee spend greater than 50% of his or her working hours driving a Texas Children's vehicle?
No
Does employee spend greater than 50% of his or her working hours driving a personal vehicle on Texas Children's business?
No
Is employee required to use personal protective equipment?
Yes

The above statements are intended to describe the essential responsibilities being performed by people assigned to this job. They are not intended to be an exhaustive list of the responsibilities assigned to these people

Application Process

Minimum qualifications

- To qualify for the Physician Assistant Fellowships, eligible candidates must have: Graduated from a PA Program with a Master's degree and eligible for certification by the NCCPA.

Additional Requirements:

- Completed application, Current Curriculum Vitae, Personal statement that focuses on your interest in the program and overall career goals, one professional recommendation letter.

PA license from the Texas Board of Medicine is preferable.

No specific group of applicants are favored in the application process. TCH has an equal opportunity policy.

Equal Opportunity Employment Policy- See TCH Policy #100

http://connect2depts.texaschildrens.org/depts/1/TCPA/TCPA_Old/POLICIES%20AND%20PROCEDURES/Documents/HR101.pdf

Employment Selection- See TCH policy #102

http://connect2depts.texaschildrens.org/depts/1/TCPA/TCPA_Old/POLICIES%20AND%20PROCEDURES/Documents/HR105.pdf

Texas Children's Hospital Surgery Physician Assistant Fellowship Curriculum

Didactic Curriculum

Structured to provide the PA trainee with a solid foundation of fundamental knowledge in which to develop and hone clinical acumen in the care of the surgical pediatric patient. The didactic curriculum includes live lectures every Thursday at noon with vast, encompassing topics in physiology and pathophysiology, surgery, critical care management and the advanced surgical techniques associated with the treatment of department-specific disease processes to name a few. This is followed by a didactic sessions that could include simulations, cadaver labs, suture workshops, educational trainings, testing, and feedback. PA trainees will also attend Department of Surgery grand rounds, surgical case conferences and other conferences organized by the Department of Surgery or the PA surgical training programs.

Clinical curriculum

Developed to work in concert with the didactic portion, the clinical curriculum features strategically formulated OR days, outpatient clinic, and inpatient exposure. The PA trainee will be expected to perform daily rounds, thoroughly examine patients, present patients articulately and accurately, formulate and implement the plan of care, perform therapeutic procedures, and participate and become proficient in all aspects of care of the surgical patient. The goal is to foster and instruct the PA trainee so that they develop proficient clinical skills in the pre-, peri-, and post-operative care of the surgical patient. As required by state law, all clinical activities of the PA trainee will be supervised by instructors.

PA Trainees rotate through the following core rotations:

- Plastic Surgery
- Hand and Micro surgery
- Otolaryngology
- Orthopedics
- Neurosurgery
- General Surgery
- Trauma
- Transplant
- Congenital Heart Surgery
- Main Campus Surgical Hospitalist
- West Campus Surgical Hospitalist
- Woodlands Surgical Hospitalist
- Urology

In each rotation, PA Trainees will be given a list of skills and number of cases they should complete prior to finishing the rotation.

Please see criteria for completion of graduation for additional didactic requirements needed of PA trainees.

Texas Children's Hospital Community Surgery Physician Assistant Fellowship Curriculum

Didactic Curriculum

Structured to provide the PA trainee with a solid foundation of fundamental knowledge in which to develop and hone clinical acumen in the care of the surgical pediatric patient. The didactic curriculum includes live lectures every Thursday at noon with vast, encompassing topics in physiology and pathophysiology, surgery, critical care management and the advanced surgical techniques associated with the treatment of department-specific disease processes to name a few. This is followed by a didactic session that could include simulations, cadaver labs, suture workshops, educational trainings, testing, and feedback. PA trainees will also attend Department of Surgery grand rounds, surgical case conferences and other conferences organized by the Department of Surgery or the PA surgical training programs.

Clinical curriculum

Developed to work in concert with the didactic portion, the clinical curriculum features strategically formulated OR days, outpatient clinic, and inpatient exposure. The PA trainee will be expected to perform daily rounds, thoroughly examine patients, present patients articulately and accurately, formulate and implement the plan of care, perform therapeutic procedures, and participate and become proficient in all aspects of care of the surgical patient. The goal is to foster and instruct the PA trainee so that they develop proficient clinical skills in the pre-, peri-, and post-operative care of the surgical patient. As required by state law, all clinical activities of the PA trainee will be supervised by instructors.

PA Trainees rotate through the following core rotations:

- Plastic Surgery
- Otolaryngology
- General Surgery
- Orthopedic
- Woodlands Surgical Hospitalist
- Urology

In each rotation, PA Trainees will be given a list of skills and number of cases they should complete prior to finishing the rotation.

Please see criteria for completion of graduation for additional didactic requirements needed of PA trainees.

Texas Children's Hospital Orthopedic Surgery Physician Assistant Fellowship Curriculum

Didactic Curriculum

Structured to provide the PA trainee with a solid foundation of fundamental knowledge in which to develop and hone clinical acumen in the care of the pediatric orthopedic patient. The didactic curriculum includes live lectures every Thursday at noon with vast, encompassing topics in physiology and pathophysiology, surgery, critical care management and the advanced surgical techniques associated with the treatment of department-specific disease processes to name a few. This is followed by a didactic session that could include simulations, cadaver labs, suture workshops, educational trainings, testing, and feedback. PA trainees will also attend Department of Surgery grand rounds, surgical case conferences and other conferences organized by the Department of Surgery or the PA surgical training programs.

Clinical curriculum

Developed to work in concert with the didactic portion, the clinical curriculum features strategically formulated OR days, outpatient clinic, and inpatient exposure. The PA trainee will be expected to perform daily rounds, thoroughly examine patients, present patients articulately and accurately, formulate and implement the plan of care, perform therapeutic procedures, and participate and become proficient in all aspects of care of the pediatric orthopedic patient. The goal is to foster and instruct the PA trainee so that they develop proficient clinical skills in the pre-, peri-, and post-operative care of the pediatric orthopedic patient. As required by state law, all clinical activities of the PA trainee will be supervised by instructors.

PA Trainees rotate through the following core rotations:

- General Orthopedic
- Hip
- Cerebral Palsy/ Physical Medicine and Rehabilitation
- Lower Extremity Deformity
- Spine
- Inpatient
- Upper Extremity/Hand
- Sports
- Trauma/OR
- Tumor

In each rotation, PA Trainees will be given a list of skills and number of cases they should complete prior to finishing the rotation.

Please see criteria for completion of graduation for additional didactic requirements needed of PA trainees

Expectations for PA Trainee

Daily:

- ☐ Work 60-80 hours per week. PA trainee must not exceed 80 hours per work week
- ☐ Clock in and out
- ☐ Check in with Clerkship Director (instructional faculty)
- ☐ Check E-mail
- ☐ Arrive on time and be prepared for clinical activities
 - o If arriving late, please communicate with clerkship director (or instructor you are assigned to work with) ASAP

Clinical Duties: (Please see *PA Fellow/PA Trainee Abilities* to determine what you are able to do. Please refer to your syllabus for expectations and meet with your clerkship director before starting your rotation)

- ☐ Pre round and round on patients
- ☐ History and physical examinations
- ☐ Writing patient orders
- ☐ Writing notes in the hospital record
- ☐ Requesting consultations and discussion with teams about patient care
- ☐ Ordering diagnostic studies
- ☐ Assisting in the operating room
- ☐ Performing invasive procedures with appropriate oversight by supervising provider

What to bring End of Rotation Feedback Meetings:

- ☐ Updated skills check-off list
- ☐ Updated patient list
- ☐ End of Rotation Evaluation
- ☐ Pre and Post Test
- ☐ 3 things you think you did well on this rotation
- ☐ 1 thing you want to do better on your next rotation

What to bring to End of Block Feedback Meeting:

- ☐ Update on your assigned task
- ☐ Other things we will discuss
 - o Mentor
 - o Community service hours
 - o Blog/ Handout update
 - o Research project update
 - o End of year presentation
 - o Current job openings
 - o Feedback on rotations

Criteria for Successful Completion of TCH Surgical PA Fellowships

0. Completion of core rotations, elective rotations, and research
 - a. 90% attendance- all dates of PTO that are known now, should be communicated during orientation. These are also based on a case-by-case basis. Need to discuss with clerkship directors (instructional faculty) first.
 - i. Maximum 1 day per week of a rotation (ex. max 3 days on a 3-week rotation) at the discretion of the CD
 - ii. Excluding pre-approved vacations
 - iii. You must not take more than 30 days combined of PTO, My Day, and Sick days over the course of the program
 - b. Average score of 70 or higher on End of rotation evaluation & 75 score on Post-Tests
 - i. If score is below 75 on post-test: Written definitions of objectives as assigned by clerkship director (instructional faculty) need to be completed
 - ii. If score is below 70 on evaluation: Probation and coaching
 - iii. If score is below 75 on post-test and 70 evaluation in one rotation: Probation, coaching, and remediation to include written objectives and a power point/oral presentation as defined by your clerkship director (instructional faculty)
 - iv. If score is below 75 for post-test OR 70 for evaluation for 2 rotations: Probation and induction of performance improvement plan and counseling
 - v. If score is below 75 for post-test OR 70 for evaluation for 3 or more rotations: Potential dismissal from program
1. Complete minimum patient log and minimum patient skills required for every rotation- please see syllabus
2. 100% attendance at Thursday lecture series and didactic sessions, including simulation labs, cadaver labs, suture workshops and fellowship related meetings. PA trainees are expected to remain at didactic until it is completed. **Thursday afternoons are MANDATORY** unless cleared by program director
 - a. PA Ortho trainee- one-week advanced notice is required if not attending sim (Ortho PA trainee needs to attend all ortho related didactics)
 - b. Approved PTO exempts you from this mandatory rule
3. Horizontal Evaluation
 - i. At mid-year, PA trainees should be at a level 2 on the horizontal evaluation in order to progress through the PA Fellowship. Remediation would be indicated if they do not meet this criteria.
 - ii. At end of year, PA trainees should be at a level 3 on the horizontal evaluation in order to graduate from the PA Fellowship.
4. Completion of one end-of-year formal lecture case presentation
 - a. PA ortho trainee is required to present an orthopedic case presentation
 - b. Needs to be graded as passed per leadership
5. Passing score of 75 or higher on each section of the end-of-year exam
 - a. If you do not pass a specific section, your review and determination of passing that test is determined by the clerkship director (instructional faculty)
6. Passing scores on end-of-year evaluations from Program Faculty
7. Appropriate participation in group research project
8. Completion of 40 hours of Community Service

If any of the above criteria are not met, certificate of program completion will not be given. You are expected to seek out assistance or guidance from your Program Director if you feel that you are unable to meet one of the above criteria for any reason. If the PA trainee receives a failing evaluation of a rotation, or otherwise breaks TCH Policy (See policy [Employee Conduct Policy #1474](#)), progressive coaching and counseling will be initiated with initial written, second written, and final written counseling as appropriate (see [Counseling with Employees Policy #1472](#)). A 30-60 day performance improvement plan may be initiated in conjunction with or instead of formal written counseling. This process may lead to termination if the PA trainee is unable to demonstrate willingness and ability to meet the TCH conduct requirements specified by the leader. In compliance with TCH Policy, if the terms of the Fellowship are not met, the relocation stipend is subject to be retracted.

If a PA trainee successfully completes the Texas Children's Physician Assistant Fellowship, they will receive a certificate of completion. If interested, they are eligible to be CAQ certified in pediatrics or orthopedics for the orthopedic trainee.

PA trainee Signature

Date

Fellowship Program Director Signature

Date

Required Academic Standards for Progression in the Program

(In accordance with criteria for successful completion)

- a. Average score of 70 or higher on End of rotation evaluation & 75 score on Post-Tests
 - i. If score is below 75 on post-test: Written definitions of objectives as assigned by clerkship director need to be completed
 - ii. If score is below 70 on evaluation: Probation and coaching
 - iii. If score is below 75 on post-test and 70 evaluation in one rotation: Probation, coaching, and remediation to include written objectives and a power point/oral presentation as defined by your clerkship director
 - iv. If score is below 75 for post-test OR 70 for evaluation for 2 rotations: Probation and induction of performance improvement plan and counseling
 - v. If score is below 75 for post-test OR 70 for evaluation for 3 or more rotations: Potential dismissal from program
- b. 100% attendance at Thursday Didactic Sessions, including Simulation Labs, Cadaver Labs, Suture Workshops and Fellowship related meetings. Fellows are expected to remain at didactic until it is completed. **Thursday afternoons are MANDATORY** unless cleared by program director
 - i. PA Ortho fellow- give a week advance notice if not attending sim
 - ii. Approved PTO exempts you from this mandatory rule
- c. Horizontal Evaluation
 - i. At mid-year, PA trainees should be at a level 2 on the horizontal evaluation in order to progress through the PA Fellowship. Remediation would be indicated if they do not meet this criteria.
 - ii. At end of year, PA trainees should be at a level 3 on the horizontal evaluation in order to graduate from the PA Fellowship.

PA Fellow (PA Trainee) Abilities

If you are pending your Texas Medical Board License:

- You may draft orders (imaging and nursing orders) but you must change the ordering provider to the physician or APP for final approval
- You may not prescribe medications
- You may write a note as a PA Fellow (PA Trainee). The credentialed provider (APP or MD) can addend your note with a SOAP note. In order for the provider to capture the billing charge, they need to addend your note with a SOAP note.
- Inpatient notes need to be co-signed by surgeon of record or rounding surgeon.

If you have a TMB License (including Temporary License) and are not TCH credentialed:

- You may place orders (imaging and nursing orders)
- You may write any non-scheduled medication to a patient admitted (obs or inpt) to the hospital. If needed, have a colleague with their DEA write for scheduled II medications
- At this stage you cannot e-prescribe, requiring another provider will need to write medications that need e-prescription. (Main Campus: Discharges - Meds to Beds Acute Care Floors, Same Day Surgery)
- You may write a note as a PA Fellow (PA Trainee). In order for the provider to capture the billing charge, they need to addend your note with a SOAP note.
- Inpatient notes need to be co-signed by surgeon of record or rounding surgeon.

If you have a TMB license and are TCH credentialed as a PA Fellow (PA Trainee):

- You may place orders (imaging and nursing orders)
- You may write any non-scheduled medication for a patient admitted to the hospital (because still no DEA)
- You may e-prescribe scripts (not Scheduled medications)
- You can write notes but should not be the only provider seeing the patient. In order for the provider to capture the billing charge, they need to addend your note with a SOAP note.
- Inpatient notes need to be co-signed by surgeon of record or rounding surgeon.
- You may bill for first assisting only. You cannot bill for notes.

If you have a TMB license, are credentialed, and have a DEA:

- You may place orders (imaging and nursing orders)
- You may write any medication to a patient admitted to the hospital, including all Scheduled medications. You may write for Schedule II medications for an inpatient who will be admitted to the hospital for >24 hours (not observation). If you need to write for a Schedule II medication for a patient admitted for observation, your attending must co-sign the order, or a resident could order it.
- You may e-prescribe outpatient scripts for any medications that PAs are able to write for (Schedule III-V. Not Schedule II, ex. Hycet or Morphine)
- Schedule II controlled substances for outpatients require MD e-prescription using a security token. You may write and send the prescription for the MD to co-sign.
- You can write notes but should not be the only provider seeing the patient. In order for the provider to capture the billing charge, they need to addend your note with a SOAP note.
- Inpatient notes need to be co-signed by surgeon of record or rounding surgeon.
- You may bill for first assisting only. You cannot bill for notes.

Team Roles

Research (one from each year):

- ☐ Participates in the research committee
- ☐ Keeps track of research progress
- ☐ Keeps program faculty informed
- ☐ Schedules meetings with research coordinator

Social Media:

- ☐ Monthly LinkedIn Posts about didactic and learning opportunities throughout the fellowship
- ☐ Assists program faculty with website updates

Recruitment/Handbook/Guide book (one from each year):

- ☐ Recruiting at PA Schools
- ☐ Assisting with shadowing of pre- PA Fellow students
- ☐ Assist with updating the handbook
- ☐ Assist with updating the PA Fellow Guide Book

Evaluation/Education:

- ☐ Remind PA Fellows about completing didactic evaluations
- ☐ Work closely with program director to ensure all are complete
- ☐ Participates in the education committee
- ☐ Contacts blog person
- ☐ Gets blog ideas approved
- ☐ Reach out to the instructors the week before Thursday didactics to obtain objective

Community Service:

- ☐ Participates in the community service committee
- ☐ Keeps track of everyone's community services hours
- ☐ Develops ideas for monthly volunteering opportunities

Historian/PTO:

- ☐ Participates in media committee
- ☐ Collects pictures throughout the year
- ☐ Makes PA trainee PowerPoint presentation for interviews
- ☐ Tracks PTO

Texas Children's Hospital – Medical Center (Main Campus)



Important Locations – Medical Center

West Tower

TCH Auditorium	Basement (B1) Abercrombie
Emergency Department	1 st Floor West Tower
West Tower Operating Rooms	3 rd Floor West Tower
Surgery Locker Rooms	3 rd Floor West Tower
Offices: Surgery APP Director, PA Fellowship Program Coordinator, Project Manager, APP Assistant Director	3 rd Floor West Tower
NICU Neonatal Intensive Care Unit	4 th Floor West Tower
Neurosurgery Patient Floor/ Surgical Floor	10 th Floor West Tower
Surgical Floor	11 th Floor West Tower
Library, Radio Lollipop, Family Laundry and Showers	16 th Floor West Tower

Legacy Tower

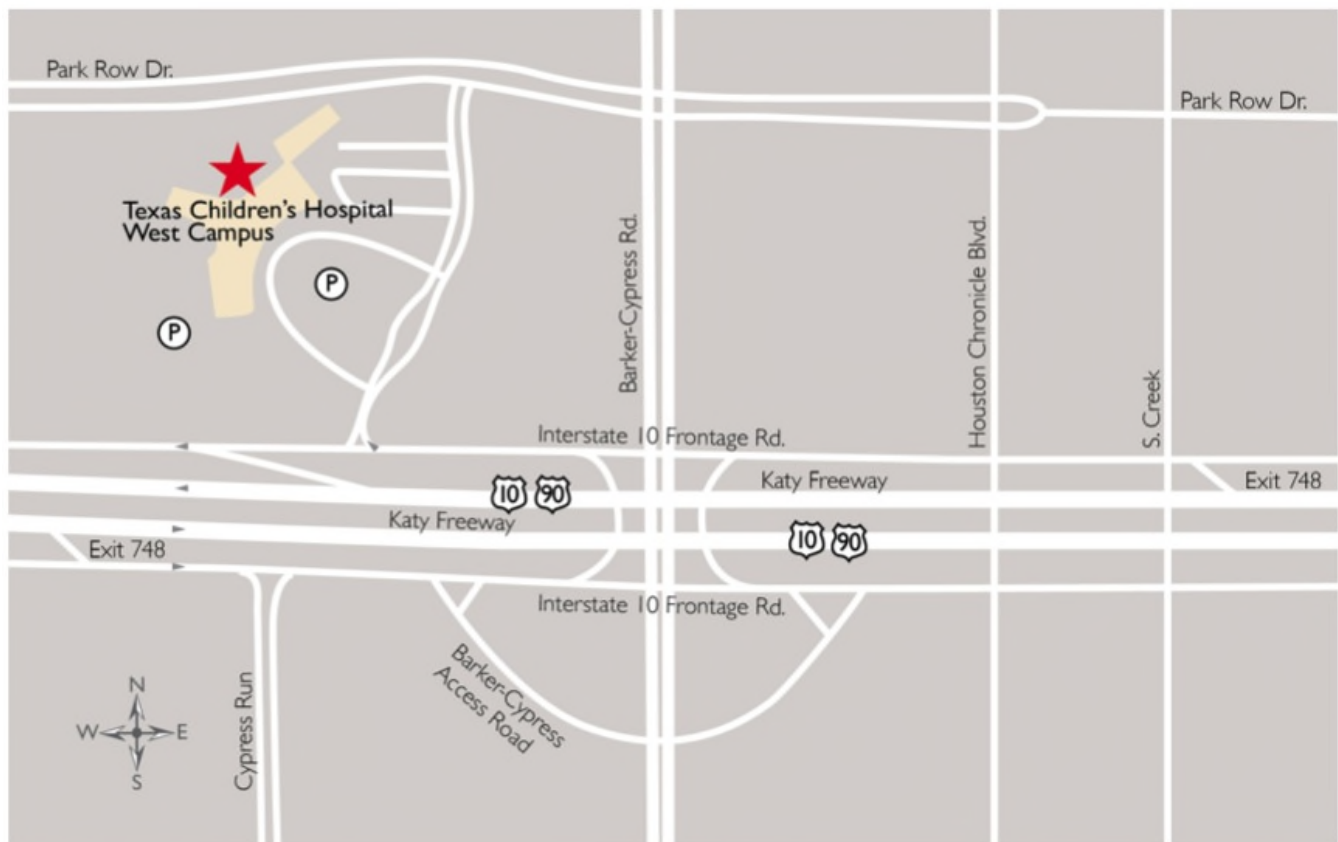
Neuro ICU Surgical ICU	9 th Floor Legacy Tower
Medical ICU	10 th Floor Legacy Tower
Medical ICU	11 th Floor Legacy Tower
Transitional ICU (PCU)	12 th Floor Legacy Tower
Heart Failure ICU	16 th Floor Legacy Tower
Cardiac ICU	17 th Floor Legacy Tower
Neonatal Cardiac Intensive Care Unit Cardiovascular Operating Rooms (CVOR)	18 th Floor Legacy Tower
Cardiac Catheterization Labs	20 th Floor Legacy Tower

Heart Center Clinics	21 st Floor Legacy Tower
Cardiac Patient Care Unit	22 nd Floor Legacy Tower
Cardiac Patient Care Unit	23 rd Floor Legacy Tower
Adult Congenital Floor	24 th Floor Legacy Tower

Mark A. Wallace Tower

Cross Walk to Feigin Center	2 nd Floor Wallace Tower
Food Court (Chick-fil-A, Pizza, Subway, Starbucks) Bridge to Pavilion for Women Bridge to West Tower	3 rd Floor Wallace Tower
ENT Clinics	5 th Floor Wallace Tower
Offices: Plastics, Urology, ENT, Orthopedics, Outcomes, Transplant, PA Fellows, APP Assistant Director	6 th Floor Wallace Tower
Day Surgery	7 th Floor Wallace Tower
Clinics: Plastic Surgery, Orthopedics, Urology, Pediatric Surgery	8 th Floor Wallace Tower

West Campus, Katy, Texas



West Campus
18200 Katy Fwy.
Houston, TX 77094

FROM THE NORTH

Take I-45 or US Hwy 59/69 South to I-10W/US 90W. Continue to Exit 748 Barker Cypress Rd. Continue on feeder road about 0.1 mi past the light (Barker Cypress Rd.); take entrance to the right.

FROM THE EAST

From I-10E continue to I-10W/US 90W. Continue to Exit 748 Barker Cypress Rd. Continue on feeder road about 0.1 mi past the light (Barker Cypress Rd.); take entrance to the right.

FROM THE SOUTH

From I-45 to I-10W
OR from Hwy 288 continue north to I-45 to I-10W/US 90W. Continue to Exit 748 Barker Cypress Rd. Continue on feeder road about 0.1 mi past the light (Barker Cypress Rd.); take entrance to the right.

FROM THE WEST

I-10E/US 90E, heading east exit 748 Barker Cypress Rd.; at light turn left and left again. Continue .01 mi to entrance on right.

Important Locations- West Campus Hospital

• Cafeteria: Open 7:00a-6:30p • Lab • Gift Shop: Open 9:00a-3:00p • Physical, Occupational & Speech Therapy	1 st Floor
• Children's Sleep Center & EEG Lab • Emergency Center • Radiology • Library • Patient and Family Services • Clinics: Diabetes/Endocrinology, Gastroenterology/Nutrition, Program for Healthy Bodies, Rheumatology - o Volunteer Services • Security Services • Employee Health	2 nd Floor
• 3 West Inpatient Unit • Operating Rooms • PACU • Clinics: <u>Pediatric Surgery, Plastic Surgery, Urology, Cardiology, Pulmonary Medicine, Sleep Clinic</u>	3 rd Floor
• Clinics: Cancer and Hematology Centers & Infusion Center, Audiology, Otolaryngology, Ophthalmology - o PICU and SICU	4 th Floor
• Orthopedics and Sports Medicine	5 th Floor

The Woodlands Campus



FROM THE NORTH:

Get on I-45 S. Take Exit 79 from I-45 S. Continue on N Fwy Service Rd and destination is on the right.

FROM THE SOUTH:

Get on I-45 N. Take Exit 79A from I-45 N. Continue on N Fwy Service Rd and take sharp left on N Fwy Service Rd and destination is on the right.

FROM THE EAST:

Drive along I-69 then take the exit towards TX-242 W. Turn left on N Fwy Service Rd. Destination is on the right

FROM THE WEST:

Take Farm to Market Rd 1488 E. Turn right onto N Fwy Service Rd. Destination is on the right.

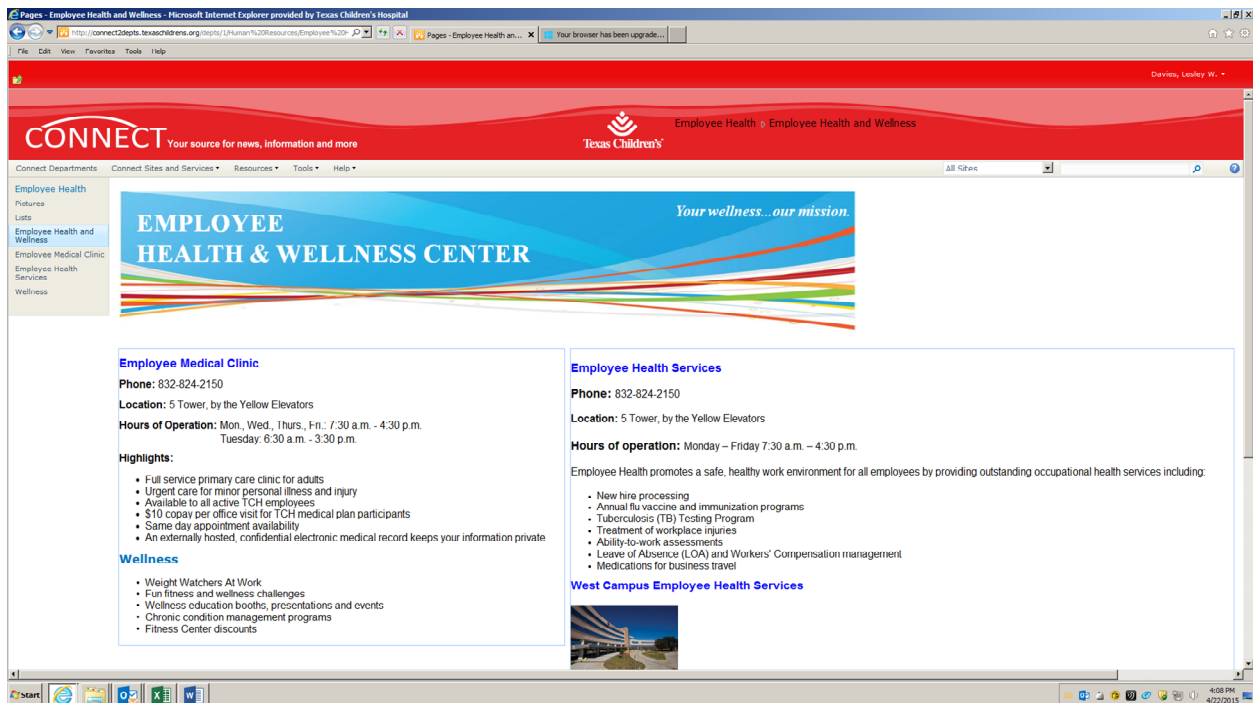
Important Locations - The Woodlands Campus Hospital

Floor	Outpatient Building	Inpatient Building
1 st Floor	• Clinics: Orthopaedics and Sports Medicine, Spasticity Clinic, Sports Physical Therapy - o	Admissions Cafeteria: Open M-F 7:30-10a, 11-630p Coffee Shop: M-F 7-1pm, Sat-Sun 7-630pm Emergency Center Patient and Family Services Radiology
2 nd Floor	• Clinics: Developmental, Physical/Speech Therapy - o	Conference Rooms A & B Employee Health Gift Shop: M-F 8-12pm; 1-4pm Lab/Pathology Library Provider Lounge Provider On-Call Rooms Security Services Sleep Center & EEG Lab Volunteer Services
3 rd Floor	• Clinics: - o Audiology, Ear, Nose and Throat (Otolaryngology), Ophthalmology, Pediatric and Adolescent Gynecology, Pediatric Surgery, Plastic Surgery, Urology	Operating Rooms PACU
4 th Floor	• Administrative Offices • Executive Board Rooms	NICU PICU
5 th Floor	o Clinics: Allergy and Immunology, Cancer and Hematology Centers, Dermatology, Diabetes and Endocrine, Gastroenterology, Hepatology and Nutrition, Infectious Disease, Infusion Center, Rheumatology	Acute Care Floor

6 th Floor	0 <u>Clinics:</u> Cardiology, Genetics, Physical Medicine and Rehabilitation, Pulmonary Medicine	
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Employee Health and Wellness

You can access information about Texas Children's employees' health and wellness clinics through the TCH intranet located on the home page under Human Resources. You can also access this page if you are offsite by using your remote access to get to the TCH intranet.



Employee Medical Clinic **Main Campus**

Phone: 832-824-2150

Location: 5 Tower, by the Yellow Elevators

Hours of Operation:

Mon., Wed., Thurs., Fri.: 7:30 a.m. - 4:30 p.m., Tuesday: 6:30 a.m. - 3:30 p.m.

Highlights:

- Full service primary care clinic for adults
- Urgent care for minor personal illness and injury
- Available to all active TCH employees
- \$10 copay per office visit for TCH medical plan participants
- Same day appointment availability
- An externally hosted, confidential electronic medical record keeps your information private

Wellness:

- Weight Watchers At Work
- Fun fitness and wellness challenges

- Wellness education booths, presentations and events
- Chronic condition management programs
- Fitness Center discounts

Employee Health Services **Main Campus**

Phone: 832-824-2150

Location: 5 Tower, by the Yellow Elevators

Hours of operation: Monday – Friday 7:30 a.m. – 4:30 p.m.

Employee Health promotes a safe, healthy work environment for all employees by providing outstanding occupational health services including:

- New hire processing
- Annual flu vaccine and immunization programs
- Tuberculosis (TB) Testing Program
- Treatment of workplace injuries
- Ability-to-work assessments
- Leave of Absence (LOA) and Workers' Compensation management
- Medications for business travel

Employee Health Services **West Campus**

The West Campus nurse is available Monday through Friday from 7:30 a.m. to 4:30 p.m.

Location: 2nd floor, Human Resources

Phone: 832-227-1365

Employee Health Services **Woodlands Campus**

The West Campus nurse is available Monday through Friday from 7:30 a.m. to 4:30 p.m.

Location: The Woodlands Hospital, Employee Health, 2nd Floor – Blue Wall WL. 0260

Phone: 936-267-5287 | Fax: 936-267-5918

Emergency: An Employee Health nurse is available after hours by pager 24 hours a day for emergencies. Call the page operator at 832-824-1000 to have an Employee Health nurse paged.

Orientation Checklist

- ☐ Meet with program leadership to review orientation pathway & PA trainee Handbook
- ☐ Review Policy & Procedures
- ☐ Complete TCH New Hire Orientation
- ☐ Meet with Program Coordinator to confirm necessary onboarding paperwork received
- ☐ Order white lab coats
- ☐ Update flu and Covid vaccine with Employee Health, if needed
- ☐ Confirm registration and delegating physician (Dr. Larry Hollier/K0828) with TMB
- ☐ Obtain NPI #
- ☐ Update License, PALS, and BLS in Voyager
- ☐ Register for Disaster Team on Voyager
- ☐ Request email access for smart phone via Connect site under Forms/Technology Request
- ☐ Complete Baylor Academic appointment paperwork and return to Program Coordinator
- ☐ Ensure professional photograph is scheduled and submit final photo to Program Coordinator
- ☐ Review rotation expectation with your Clerkship Director (instructional faculty) prior to each rotation
 - o Syllabi
 - o Schedule
 - o Form of team communication
 - o Team documentation SmartSets/SmartPhrases & access to shared patient lists

Important Documents

Keep a copy of the following things at TCH **and** in your personal files.

You may need these documents on different occasions.

- ☐ A copy of your **BLS**
- ☐ A copy of your **PALS**
- ☐ A copy of your **TMB license** or **temporary** if you don't have your official copy yet
- ☐ A copy of your **Driver's License**
- ☐ A copy of your **Social Security Card**
- ☐ A copy of your **Marriage License** (if needed)
- ☐ A copy of your **CV**
- ☐ A copy of your **Diploma From PA and Undergraduate Program**
- ☐ A copy of your **NCCPA Certification**

Texas Physician Assistant Medical Board

Overview of the PA Application Process

- You submit your application online. Note which supporting documents you will need to submit for your application to be complete.
- You begin collecting and submitting the supporting documents needed.

We recommend using one of the private overnight delivery services that allow tracking to submit all required items. These services require delivery to a physical address and a phone number. Delivery by a private overnight service to our physical address usually allows you to obtain immediate online confirmation of delivery from the carrier.

Delivery Physical Address and Phone

Texas Physician Assistant Board
PRC, MC-240
333 Guadalupe, Tower III, Suite 700
Austin, TX 78701
Phone – (512) 305-7030

Mailing address

Texas Physician Assistant Board
PRC, MC-240
P.O. Box 2029
Austin, TX 78768-2029

- Items mailed through the US Postal Service (regular, certified, express, or overnight), must be addressed to our mailing address, or they will be returned to the sender. A vendor signs for and delivers these items to our agency. Even if a tracking mechanism is used, the signature confirming receipt of items delivered to the mailing address will be that of a vendor employee, making confirmation of delivery more difficult.
- Your application is screened by the Pre-Licensure, Registration, and Consumer Services (PRC) Department to determine whether the required documents that were expected with your application have arrived.
- You are sent an e-mail (or letter if no email address is provided) listing items that are lacking. This listing may include documents you have submitted but have not been received.

This is Important! The content of the items is not reviewed for acceptability until all the supporting documentation is received and the application is assigned to a Licensure Analyst. PRC staff is merely informing you that expected items are lacking and requested item(s) have been received.

- As items are received, staff will send you an email (or letter) to notify you. When the last item is received your application will be sent to the Licensure Department for assignment to a Licensure Analyst.
- Your Licensure Analyst will review your application and documents for content and acceptability. You will be contacted with a list of any additional items needed to complete your application or informed that your application is complete. In many cases more information or documentation is needed. If the item has previously been submitted, the new request will include an explanation regarding why the

submitted document failed to meet standards. Sometimes more items will be required based on information obtained from the new documentation.

- The length of time it will take to complete your application will depend on the acceptability of submitted items and the complexity of the application. Some factors that can increase complexity are “Yes” answers to questions on the Professionalism, Medical Liability section of the application.
- Once **all** items have been received and have been reviewed and approved by the appropriate members of Board staff, your application will be considered complete and your name will be added to the list of applicants to be granted permanent licensure at the next Board meeting. An email (or hard copy letter if an email address is not available) will be sent informing you. The PA Board meets three times a year.
- A temporary license will be issued, if requested, that allows you to practice between the time the Board staff approves your application and the next Board meeting. To request a temporary license, use the link to the left.

Supplemental Forms needed for submission:

1) Proof of Identity: copy of either

- Birth certificate
- Passport

2) Dean’s Certificate (Form D)

3) Form L- PA/AC Physician Assistant Licensure Evaluation

- Filled out by PA Program director
- Or if previously employed then every employer for the past 5 years

4) National Practitioner Data/ Health Integrity Bank Self- Query Response. Contact the National Practitioner Data Bank (NPDB)/Healthcare Integrity and Protection Databank (HIPDB) at <http://www.npdb-hipdb.hrsa.gov> and perform a self-query.

- Send a copy of the paper self-query mailed to you by HIPDB/NPDB
- Print out the electronic version of the self-query response

5) Documentation of NCCPA examination attempts.

- NCCPA Attempt Request Form (from TMB website)

6) Alternate Name

- Any documents to support name changes- i.e. marriage documents, divorce decree, court ordered name change

7) Passing the JP Exam

8) Active Practice as a PA

- All physician assistant applicants shall provide sufficient documentation to the board that the applicant has, on a full-time basis, actively practiced as a physician assistant, has been a student at an acceptable approved physician assistant program or has been on the active teaching faculty of an acceptable approved physician assistant program, within either of the last two years preceding receipt of an application for licensure. The term "full-time basis," for purposes of this section, shall mean at least 20 hours per week for 40 weeks duration during a given year.

9) DD 214: if applicable

10) Fingerprints: Physician Assistant licensure applicants are required to submit their Fingerprints for state and national criminal history background checks. Fingerprinting services are provided by IdentoGo by IDEMIA (formerly known as MorphoTrust USA, LLC) for a fee, payable directly to IdentoGo. Results of the fingerprinting will be sent directly to TMB both from the Texas Department of Public Safety Criminal Records and the Federal Bureau of Investigation <http://www.tmb.state.tx.us/page/pa-checklist-of-supplemental-documentation>

How to Apply for NPI

- Go to
 - o <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Individual Providers:

As an Individual Provider, you may only have a single NPI, which will be associated with your unique, individual information. Once you login to NPPES, you will be able to complete your NPI application.

1. [Create a Login](#) through the Identity & Access Management System (I&A).
2. Login to NPPES with your I&A Username and password.
3. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

Healthcare Provider Organizations:

Healthcare Organizations are currently required to have a separate Username and password for each NPI associated with the organization.

1. [Create an NPPES ONLY Username and password](#) for the NPI you are applying for.
2. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

DIFFERENT LOOK, SAME INFORMATION: If you have accessed NPPES before, your existing account information has not changed.

Manage or Apply for your personal NPI Record
An NPI assigned to you, an Individual who renders health care services.

User ID:

Password:

[Forgot User ID or Password?](#)

New Individual Provider in need of an NPI or have never accessed NPPES to view/update your NPI record? [Create a Login](#).

[Manage your Individual Provider Login Account Information.](#)

Manage or Apply for NPI Records for an Organization
NPI associated with your Healthcare Organization

User ID:

Password:

[Forgot Password?](#)

[Create Login for NPPES Only and Apply for an NPI for a Healthcare Organization.](#)

ⓘ If you need to access PECOS or HITECH on behalf of your Healthcare Organization, you must [Create a Login](#) in the Identity & Access System (I&A).

If you are an Organizational Provider with an NPI, and you would like to create a Login to access NPPES only, please click [here](#).

Search the NPI Registry

The NPI Registry enables you to search for a provider's NPPES Information. All information produced by the NPI Registry is provided in accordance with the NPPES Data Dissemination Notice. Information in the NPI Registry is updated daily. You may run simple queries to retrieve this read-only data. For example, users may search for a provider by the NPI or Legal Business Name. There is no charge to use the NPI Registry.

Try the new version of the NPI Registry & API

The NPI Registry provides improved search capability, a new look and a new Application Program Interface (API). The new version of the registry also includes Google mapping for both the Practice Location and Mailing Addresses.

Have Feedback on the new NPI registry?

Please send us an [email](#)

The NPI Enumerator may be contacted at:

1-800-465-3203 (NPI Toll-Free)
1-800-692-2326 (NPI TTY)
customerservice@npienumerator.com

By mail at:

NPI Enumerator
PO Box 6059
Rockville, MD 20850

Individual Providers:

As an Individual Provider, you may only have a single NPI, which will be associated with your unique, individual information. Once you login to NPPES, you will be able to complete your NPI application.

1. [Create a Login](#) through the Identity & Access Management System (I&A).
2. Login to NPPES with your I&A Username and password.
3. Complete the NPI application. *Estimated time to complete the NPI application form is 20 minutes.*

Continuing Medical Education (CME) Offerings

Fellowship General Lecture Series

Thursday, 12-1pm, TCH Auditorium/Virtual

Surgery Grand Rounds/ QIC

Friday, 7-8am, TCH Auditorium/Virtual

Pediatric Grand Rounds

Friday, 8:30-9:30am, TCH Auditorium/Virtual

**Service specific CME opportunities are available*

Learning Academy

Courses at the Learning Academy at the Meyer Building are encouraged. In particular, we would like our APP's to have taken the Targeted Selection course. Crucial Conversations is also very helpful to everyday practice. There is a full list of offerings on the Learning Academy website through the Connect intranet page. Please get permission from your Program Director in advance to register for these courses.

Duty Hours

	Duty Hours	
Policy # 3		<i>This Policy Applies To:</i> TCH PA Surgical Fellowship Programs
		<i>Document Owner</i> Jacqueline Guarino Broda

POLICY STATEMENT: It is the policy of Texas Children's TCH PA Surgical Fellowship Programs that all PA trainees must comply with a 60-80 hour work week.

POLICY

- 1 Duty Hours
 - 1.1 Duty Hours are reviewed weekly by the program director to ensure compliance with the 60-80 hour work week.
- 2 Clocking in and out
 - 2.1 PA trainees will clock in and out every day through Kronos. It is important that PA trainees' time card accurately reflects the actual hours they are in the hospital.
- 3 Responsibility and Enforcement
 - 3.1 Employees, providers (including Baylor College of Medicine faculty, fellows, residents and medical students), volunteers, vendors, contract staff (including Baylor College of Medicine and staff retained through a staffing agency), trainees, students and others whose conduct, in performance of work at or for Texas Children's, are required to conform to Texas Children's Policies and Practices, whether or not they are paid by Texas Children's.
 - 3.2 Employees in violation of this policy shall be counseled according to Texas Children's Corrective Action Policy. Violation of this policy can lead to termination of employment for repeat infractions.

Original Creation Date: 1/18/2021

Version Creation Date: 5/07/2024

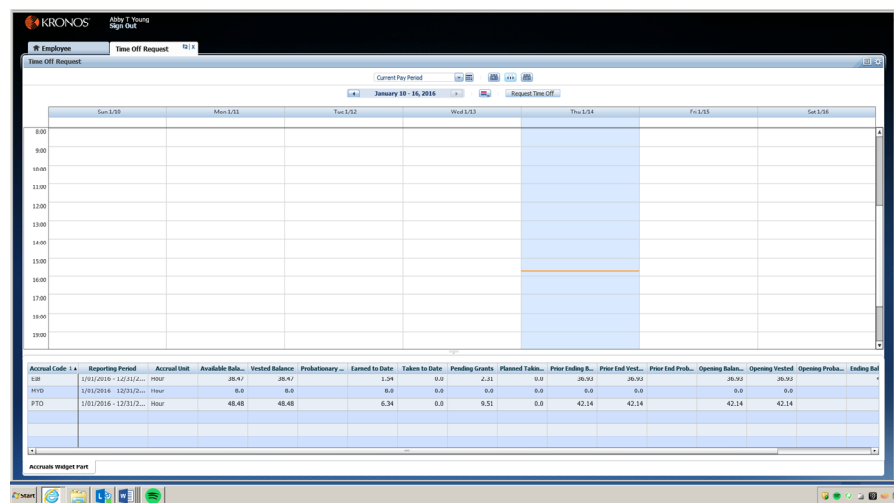
Effective Date: 1/20/2021

KRONOS Timekeeping

1. PA Trainees are individually responsible for officially entering PTO requests into Kronos timekeeping program
2. All scheduled PTO and unscheduled PTO will be deducted from fellow's PTO balance in 8 hour increments
3. Global time off request pay codes in Kronos timekeeping program:
 - PTO (Scheduled Paid Time Off): Code applicable or pre-approved by your Clerkship Director (Instructional faculty) and/or Fellowship Program Director
 - PTU (Unscheduled Paid Time Off): Code applicable for unscheduled time off, unapproved time off and/or for another's illness or injury (not employee)
 - EIB (Earned Illness Bank): Code applicable due to personal employee illness or injury only for greater than 16 consecutive hours
 - TRRQ (Required Training): Code applicable for professional development activities and/or CME

How to use Kronos:

- On the right side of the application, hover over grey box that says time off request, then click
- You should see the following screen
- Request time off button
 - o Enter the required information: a “full day” as **8 hours**

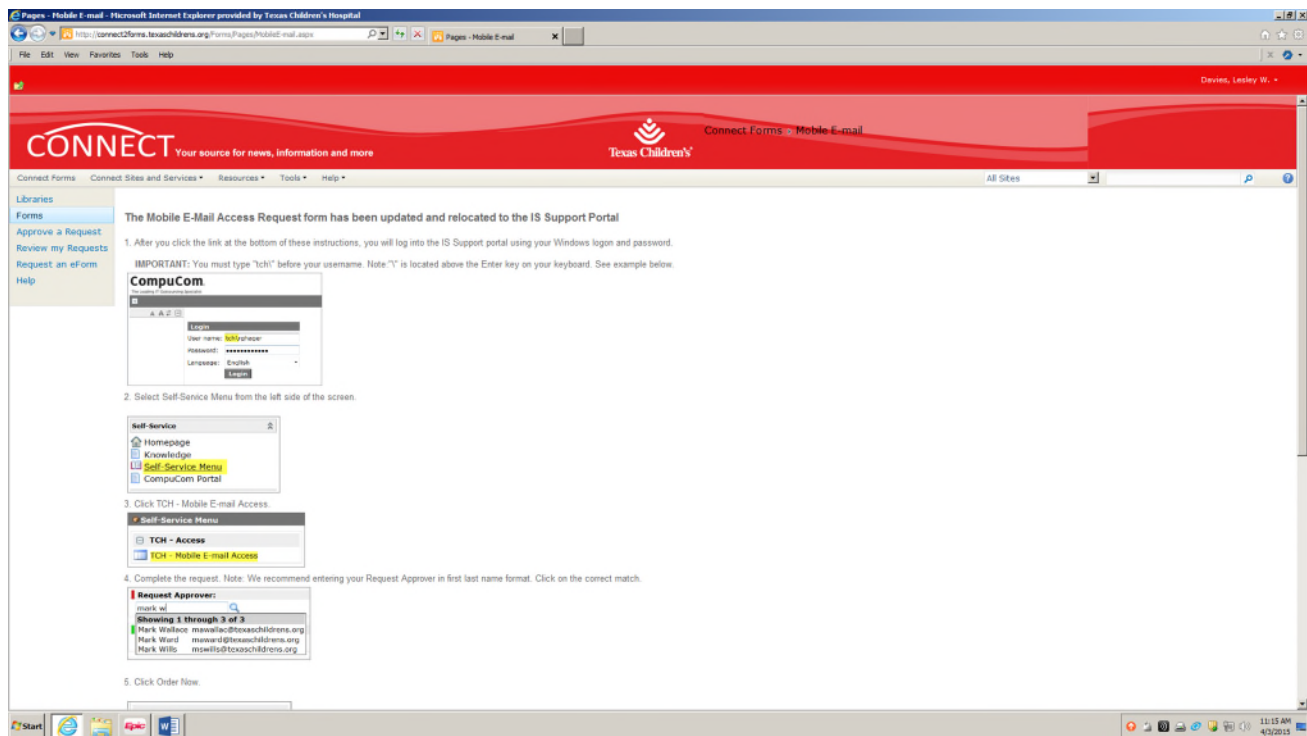


Important notes about Kronos:

- If a punch is missed and it is realized, please **do not** clock in – it cannot be appropriately adjusted later. Please message the program director immediately with the correct time.

Email Access for Mobile Device

- This is a helpful tool, however this is optional but highly recommended.
- From the Connect Page, click on “Connect Sites and Services”, then click “Forms”. Then Mobile Email Access Request. Once the form is completed, it will be directed to your manager for approval.



Remote Email Access: Log in to mail.texaschildrens.org from any computer to access your TCH email account.

Remote Computer Access: You may access Epic, along with your shared folders through remote.texaschildrens.org. This does require that you install Citrix on your computer, and it will prompt you to do so when you log in.

Haiku/Canto Mobile Apps for Epic

What are Haiku and Canto?

- Epic Haiku is an app designed for Clinical Providers to run on iOS and Android devices
- Epic Canto is an app designed specifically for the iPad and other tablet devices
- Both Haiku and Canto are available for download from the iOS App Store or Google Play
 - Require iOS 5.0+ or Android 2.2+
- Real-time communication with Epic
- Designed for remote access and on-the-go workflows
 - **BEST USED** for checking a lab result, looking at schedule prior to arrival
- **NOT** intended as a workstation replacement
 - Not recommended for use with daily rounds, admission process

After downloading the App(s), configure the App by:

- Type <https://mobileapps.texaschildrens.org/mobileconfig/> in the web browser of your **mobile device**.
- Please download and install Epic Handheld Apps from the App Store or Google Play:
- Haiku for iPhone or Android Smart Phone
[Touch for Haiku \(Smart Phone\) Configuration](#)
- Canto for iPad or Tablet
[Touch for Canto \(iPad/Tablet\) Configuration](#)

Current features for Haiku/Canto:

- | | |
|-----------------------------|---|
| • Patient Lists | • Ambulatory Schedule |
| • Patient Search | • SnapShot |
| • View Results | • In Basket functionality |
| • View all Outpatient Notes | • View certain types of Inpatient Notes |

Current '09 Haiku/Canto Limitation (to be resolved by Epic 2012 Upgrade)

- Unable to view ***TCH customized*** IP Note types, i.e. MD Progress Notes, OR/Anes Notes, OP Notes



Easy Haiku/Canto App Installation

Getting started

To get started on your mobile device, go to the iOS App Store or Google Play to download the Epic Haiku (smart phones) or Epic Canto (iPad or other tablets) app. You can scan one of these QR codes with a barcode reader to go directly to them in the App Store or Google Play.

SMART PHONE



IPAD



After installation

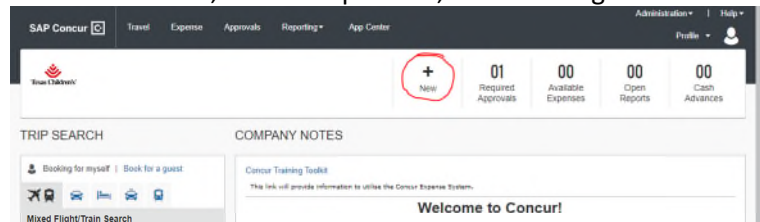
After the app is installed, scan this code OR go to <https://mobileapps.texaschildrens.org/appconfig/> in your mobile browser (on the smart phone/tablet).



APP Guide to Creating a SAP Concur New Expense Report/Reimbursement:

APP Guide to Creating a SAP Concur New Expense Report/Reimbursement:

1. Sign-in to Concur and ensure that direct deposit is set-up
2. Start a Reimbursement (Report) request:
 - a) Either:
 - on SAP Concur home page, select “**Start a Report**”.
 - Or -
 - Within the SAP Concur APP, under “Expenses”, select “+” sign.

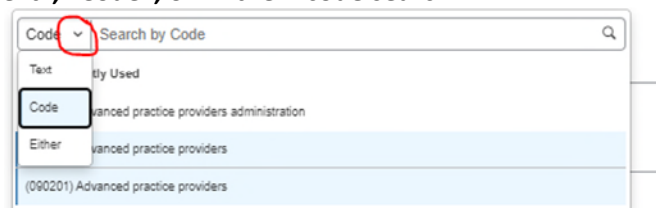


b) Complete and update New Report fields:

- i) Indicate the “**Report Name**”
- ii) Select the correct “**Site**” (according to your primary location)
- iii) Select the correct “**Cost Center**” (according to the below **Chart Of Accounts (COA)** expense string, associated with your primary location)

COA String					
	Entity	Site	Cost Center	Service Line	Mission
Admin	101	110099	90299	200001	204
TMC	101	110099	90201	200001	101
WL	101	130099	90201	200001	101
WC	101	120099	90201	200001	101
Fellowship	101	110099	90299	200001	401
Austin	102	210099	90299	200001	204

TIP: When attempting to change a service string, a code search may be executed by first adjusting the code search option as either a “Text”, “Code”, or “Either” code search.



iv) Select “Create Report”

Create New Report

Policy * TFCU - US Expense Policy Oracle Report Name * Test Report Date 12/29/2023 Site (110099) Texas Medical Center Campus * Required field

Cost Center (090299) Advanced practice providers administration

Comment

0800

Cancel **Create Report**

c) Add Expenses

i) Select “Add Expense”

SAP Concur | Travel Expense Approvals Reporting App Center Administration Profile

Manage Expenses Card Transactions Cash Advances

Home > Expense > Manage Expenses > Test

Test \$0.00

Not Submitted | Report Number: IQGU44

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy Allocate Consolidate Expenses Move to

No Expenses
Add expenses to this report to submit for reimbursement.

ii) Within the “Add Expense” search box (shown below), search for and select one of the following accounts, which accurately reflects the intended expense

563013 - Credentialing Expense (ACLS, ATLS, White Coats, BLS, DEA)
563014 - Travel (Hotel, Meals, Parking)
563029 - Professional Subscriptions/Dues (BON/TMB, Membership Fees, NCCPA, Finger Printing)
563030 - Recruiting Expense
563044 - Conference, Training and Convention Expense

Add Expense

x

0

+

Available Expenses

Create New Expense

563013

08. Licenses and Professional Fees

CREDENTIALING EXPENSE (563013)

- iii) Complete all required fields
- iv) Attach validating receipts

SAP Concur | Travel | Expense | Approvals | Reporting | App Center

Manage Expenses | Card Transactions | Cash Advances

Home > Expense > Manage Expenses > Text > New Expense

New Expense

Details

Itemizations

Attendees (0) | Allocate

Expense Type *
CONFERENCE, TRAINING AND CONVENTION EXPENSE (563044)

Transaction Date *
MM/DD/YYYY

Business Purpose *

Enter Vendor Name *

City of Purchase

Payment Type *
Cash

CME Related Expense?
No

Amount *

Currency *
US Dollar (USD)

Was this charge submitted to Accounts Payable for payment? *
None Selected

Invoice Number

☐ Personal Expense (do not reimburse)

Entity
(101) Texas Children's Hospital

Site
(130099) The Woodlands Campus

Cost Center
(090299) Advanced practice providers administration

Service Line
(200001) Department of surgery

Mission
(204) Administration, clinical

Fund *
(000000) Default fund

Comment

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 2MB limit per file.

- v) Verify and/or update COA string to ensure expense accurately reflects correct account (Matching the appropriate Chart Of Accounts (COA) expense string)

COA String					
	Entity	Site	Cost Center	Service Line	Mission
Admin	101	110099	90299	200001	204
TMC	101	110099	90201	200001	101
WL	101	130099	90201	200001	101
WC	101	120099	90201	200001	101
Fellowship	101	110099	90299	200001	401
Austin	102	210099	90299	200001	204

vi) Select **“Save Expense”**

TIP: When attempting to change a service string, a code search may be executed by first adjusting the code search option as either a **“Text”**, **“Code”**, or **“Either”** code search.

d) Correct any alerts

e) Select **“Submit Report”**

Note: Upon approval and instruction to use **“Restricted Funds”**, rather than standard **“Default Funds”**, change the last COA string, **“Fund”**, from **“(00000) Default Fund”** to **“22082 - Department of Surgery APP Fund, endowment spendable”**, as shown below.

☐ Personal Expense (do not reimburse)

Site *

(110099) Texas Medical Center Campus

×

▼

Service Line *

(200001) Department of surgery

×

▼

Fund *

(22082) Department Of Surgery App Fund, endowment spendable

×

▼

Entity *

(101) Texas Children's Hospital

×

▼

Cost Center *

(090299) Advanced practice providers administration

×

▼

Mission *

(204) Administration, clinical

×

▼

Comment

0/500

Remuneration and Benefits

 Texas Children's	Remuneration and Benefits	
Policy # 7	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: It is the policy of Texas Children's TCH PA Surgical Fellowship Programs that all PA Trainees are given a salary of \$42.58 an hour plus benefits for 40 hours per week.

POLICY

- 1 Remuneration
 - 1.1 PA Trainees are given a salary of \$42.58 an hour for 40 hours per week.
 - 1.2 Each PA Trainee is given a one year contract
 - 1.3 Each PA trainee receives an offer letter with this salary from Human resources prior to their start date.
- 2 Benefits
 - 2.1 Each PA trainee receives benefits for a full time employee
 - 2.2 Each PA Trainee is given a one year contract
 - 2.3 Each PA trainee receives an offer letter with the benefits from Human Resources prior to their start date.
 - 2.3.1 For a list of benefits please see, www.texaschildrensbenefits.org/candidate

Original Creation Date: 1/18/2021

Version Creation Date: 5/07/2024

Effective Date: 1/20/2021

Costs related to the PA trainee

There are no costs related to the program which may be incurred by the PA trainee. PA trainees will be responsible for their cost of living including rent/mortgage, transportation, and food. All required didactic opportunities, education, license, and certifications will be covered by Texas Children's Hospital.

Reimbursement Request

We have the great privilege here to be reimbursed for certain items!

All reimbursement requests will need to be **pre-approved** by your program director prior to submission. No reimbursements will be given without proper supporting documentation (itemized receipts, certificates awarded, etc.)

Each PA trainee will be reimbursed for the items listed below. Please note, **any additional costs will be the fellow's responsibility.**

Eligible items for reimbursement:

- Onboarding Expenses
 - Fingerprints, Jurisprudence
- Licensure
 - Texas Medical Board (Temporary & Full License)
 - BLS (Basic Life Support)
 - PALS (Pediatric Advanced Life Support)
- Other training/certification required for your job
- Other items as approved by your Program Director
- One membership to a Medical Professional Group of your choice (ex. TAPA, AAPA, Gulf Coast PA)
- Conference: if you are presenting, this would need to be approved through Travel Authorization request- <https://is.gd/surgeryappttravelrequest>

How To:

1. If you have not made the purchase and can do so with a credit card, please inform the program director so they can use their company credit card
2. If you have already made the purchase and are interested in submitted for reimbursement, please follow the instructions for using Concur in this link:
<http://connect2teams.texaschildrens.org/teams/2/NICU3/NewbornCenterTeam/NICU%20Library/RN%20Resources/Certification%20Review/Certification%20Reimbursement%202020.pdf>
3. Fellow Cost Center: 101-110099-090299-200001-401
 - 563013 - Credentialing
 - 563014 - Travel
 - 563029 - Professional dues fees and licenses
 - 563030 - Recruiting
 - 563044 - Conference and convention participant fees

Tuition, Fees, and Financial Assistance

	Tuition, Fees, and Financial Assistance	
Policy # 5	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: Texas Children's Hospital is not responsible for refunds of tuition and fees accrued prior to starting at Texas Children's Hospital.

POLICY

- 1 Refund of Tuition and Fees
 - 1.1 Texas Children's Hospital is not responsible for refunds of tuition and fees accrued prior to starting at Texas Children's Hospital.
- 2 Relocation Assistance
 - 2.1 Please refer to TCH policy on relation assistance, TCH Policy #104
- 3 Financial Assistance
 - 3.1 Texas Children's does not offer financial assistance for eligible employees who face financial hardship caused by unexpected, unforeseen, or unavoidable circumstances. Please see TCH Policy #134
- 4 Responsibility and Enforcement
 - 4.1 Employees, providers (including Baylor College of Medicine faculty, fellows, residents and medical students), volunteers, vendors, contract staff (including Baylor College of Medicine and staff retained through a staffing agency), trainees, students and others whose conduct, in performance of work at or for Texas Children's, are required to conform to Texas Children's Policies and Practices, whether or not they are paid by Texas Children's.
 - 4.2 Employees in violation of this policy shall be counseled according to Texas Children's Corrective Action Policy. Violation of this policy can lead to termination of employment for repeat infractions.

Original Creation Date: 1/18/2021

Version Creation Date: 05/07/2024

Effective Date: 1/20/2021

Employee Assistance Program

Location: Meyer Building basement, MB1201

Phone: 832-824-3327 / eap@texaschildrens.org

Hours of Operation: Monday - Friday, 7:30 a.m. - 4:30 p.m.

After Hours: For urgent after-hour needs, call 832-824-2099 and ask for EAP.

The Employee Assistance Program (EAP) provides confidential and professional consultation, counseling, and educational services at no cost to Texas Children's staff and their eligible dependents. The EAP team provides many services including:

- Programs for grief recovery, family or relationship issues, workplace concerns, critical incident stress, legal and financial concerns, and substance abuse
- The Employee Financial Assistance Fund, for employees who face unavoidable, unforeseeable financial hardship
- Guidance for employees and work teams to enhance their health, wellness, and productivity

West Campus: By appointment only. Call 832-824-3327 to schedule an appointment

Performance Evaluation Tools (PE Tools):

Every provider is required to complete a Performance Management Evaluation or “PE Tool” each year. This is an electronic document to track your success and performance annually. Your manager and Team Lead will guide you with this process.

TCH IDS Performance Management Tool consists of 3 Parts:

1. Objectives: will be provided by your leader

2. Success Profiles

- *“Success Profile competencies are the knowledge, skills and behaviors needed to achieve your results and performance objectives. Competencies are referred to as “the hows” as they define how you will achieve your objectives. You should have 3 to 5 competencies. These competencies are required for your role, and are NOT what you need to improve or develop.”*
- The format for documenting these are the **“STAR”** format- Situation/Task, Action, and Result.
- Example:
 - Situation/Task: Surgery clinic has been receiving call from unhappy parents because they felt they were not properly educated on how to manage their children’s GTs. We felt this was unsafe practice and the parents need proper teaching prior to discharge.
 - Action: I initiated working with our RN in clinic and research team to create an education handout for discharge. This was approved by marketing and attending MDs.
 - Result: We have had less calls with GT problems and frustrated parents. Majority of all patients who received GT attended class prior to discharge.

3. Developmental Plan

“Your Development plan should have 1 to 2 competencies. These are the competencies that you need to develop for success in your current role or for your own career development for future roles.”

- These can also be performance improvement plans or a result of a specific coaching goal established between you and your leader

How to Access and Document PE Tools:

Log into Voyager and click on “Career and Performance”. Your manager, Jackie Broda, will enter your goals.

To complete mid-year and end of year evaluations, enter all documentation under the Performance tab.

TCH Dress Code Policy:

Refer to TCH Policy #1519

White Coats:

Please see Program Coordinator for assistance with this.

For cleaning, you may drop your coat in the white bin outside of the MC Surgical Hospitalist office on MW 6th floor. It takes roughly 2-3 weeks for them to return. **YOU MUST WEAR YOUR WHITE COAT IF WEARING TCH SCRUBS**

Restricted Area includes operating rooms, procedure rooms, and the clean core (Pod).

1. Surgical attire includes clean hospital-issued TCH Scrubs and TCH Scrub jackets (jacket must be buttoned if you are positioning the patient)
Hair coverings, including facial, neck and chest hair, are required at all times.
 - i. All possible head and facial hair, including the sideburns and neckline, are covered completely by a clean, lint-free scrub hat or surgical hood while in restricted areas of the surgical suite.
2. Masks are required in this area when unwrapped sterile items are present. (**EXCEPTION:** Masks are not required for the following procedures: Cast changes, Spica cast placement, Closed reductions without pinning, Myringotomy, Tonsillectomy, Adenoidectomy Examination Under Anesthesia (EUA) of ears, Endoscopic Sinus **Surgery** (ESS) and GI Endoscopy procedures: use standard precautions when splashes, splatters can be reasonably anticipated according to policy IC032).
3. Standard protective eye wear must be worn by all Operating Room personnel whenever splashes, spray, splatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. (**See Policy No. IC032 Personal Protective Equipment in the O.R.**).
4. OR Masks are *single use* only – they should be removed when leaving the O.R. suite.
5. All personnel entering the semi-restricted and restricted areas of the surgical suite must have all jewelry totally confined or removed.
 - a. Rings, watches, or bracelets should be removed before hand washing.
 - b. Stud or small loops (no larger than a quarter) pierced earrings may be worn, *but covered* by scrub cap when in restricted areas.
6. Disposable coveralls (bunny suits) may be worn over street clothes in situations where changing into scrub attire is not feasible
7. Scrub attire is to be changed when it becomes contaminated by blood, patient drainage, or solutions that will increase the incidence of cross contamination.
8. Shoe covers are optional, but if worn, must be removed upon leaving the suite.
9. Fingernails should be short, clean, and healthy.
 - i. Fingernail polish (non-shellac) may be worn. Polish should be in good repair, unchipped, and no more than 3 days old. Personnel are expected to monitor their nails using surgical conscience.
 - ii. Artificial fingernails of any kind are NOT permitted
10. Shoes are to be closed toe, clean and presentable.

Scrub Access:

You will be allocated two sets of scrubs for the operating room. Please see Linda Mayfield in the Surgery Academic Office to set this up once you have your badge or email her at ljmayfie@texaschildrens.org

- Required to wear professional attire into the hospital, change into clean scrubs, and change back into professional attire upon leaving. Professional attire does include non-TCH issued scrubs.

ARC- PA Accreditation Status

The Accreditation Review Commission on Education for the PA (ARC-PA) has granted Accreditation-Clinical Postgraduate Program status to the Texas Children's Hospital Surgery, Community and Orthopedic PA Fellowships sponsored by Texas Children's Hospital. Accreditation-Clinical Postgraduate Program is the status of accreditation granted when a new or currently accredited clinical postgraduate program is in compliance with the Standards for Clinical Postgraduate Programs. Accreditation-Clinical Postgraduate program remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards, ARC-PA requirements or procedures. Accreditation-Clinical Postgraduate Program does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class. Texas Children's Hospital Surgery PA Fellowship Program anticipates a site visit review of its application for continued Clinical-Postgraduate Accreditation status in October 2024.

The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation/accredited-programs/>

Fellowship Time Off Expectations and Policies

ATTENDANCE:

It is the policy of Texas Children's Hospital that all employees report to work on time for each scheduled shift, unless time off is required for illness, injury or personal reasons.

1. PTO is paid time off: vacation, personal or family illness or injury and other time off.
2. **Scheduled PTO** is time requested and approved in advance. **PTO must be approved a minimum one month in advance.**
3. 40 hours of PTO is available upon commencement of employment
4. PTO hours accrue 90 days after commencement of employment at a rate of 6.34 hours per pay period
5. PA Trainees may take a maximum of 1 day per week of a rotation (ex. max 3 days on a 3-week rotation). Excluding pre-approved vacations
6. PA trainees are expected to keep the Fellow Outlook calendar current and up-to-date at **ALL** times

PTO (SCHEDULED):

1. PA trainee must submit time off request via email to respective Clerkship Director (instructional faculty) to obtain approval for PTO at minimum one month in advance of rotation.
2. PA trainees are individually responsible for officially entering PTO requests into Kronos timekeeping program
3. PTO request should **NOT** be entered into Kronos timekeeping program until official approval via email from respective Clerkship Director (instructional faculty) is obtained
4. Time off should be sent to Program Director and Program Coordinator in Outlook once approved in Kronos
5. During designated research rotations, all requested PTO should be directly submitted for approval by the Program Director
6. Clerkship Directors (Instructional Faculty) must email explanation for denial of any individual fellow's PTO request to Program Director

OCCURENCES (UNSCHEDULED TIME OFF): Please refer to TCH Policy #4929

- An Occurrence (PTU) is unscheduled time off amounting to:
 - more than one-half of a scheduled shift
 - four incidents of tardiness over a rolling 12 month period
- TCH policy states corrective action for excessive unscheduled time off is as follows:
 - Employee should receive initial written counseling upon accruing 5 occurrences in a rolling 12 month period or upon accruing 1 occurrence during their first 90 days of employment
 - Employee will receive a second written counseling upon accruing 6 occurrences in a rolling 12 months period

- o Employee will receive a final written counseling upon accruing 7 occurrences in a rolling 12 month period or upon accruing 2 occurrences during their first 90 days. Employee will be informed that an additional occurrence may result in termination
- Occurrences are documented in Kronos timekeeping program as PTU
- 8 hours will be deducted from PA trainee's PTO balance for **EACH** occurrence (unscheduled PTO)
- If PTO balance is exhausted (zero), hours missed will be **UNPAID**
- An occurrence will be documented in the PA trainee's personnel file / Kronos timekeeping program
- Corrective action will take place as detailed above in first 90 days or rolling 12 month period
- PA trainee may reconcile missed hours of education, if so desired, on own time schedule (extra shift)
- All occurrences (unscheduled time off) **MUST** be reported by the individual PA trainee to the Program Director immediately

Program Faculty Contacts

Medical Director of Physician Assistant Surgical Fellowship Programs

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 Professor, Plastic Surgery and Pediatrics, Baylor College of Medicine
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Community Fellowship Program Clerkship Directors (Instructional Faculty)

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*** Previous PA Fellow

Policies and Procedures

TCH PA Trainee Supervision Policy

 Texas Children's	Supervision Policy	
Policy # 4	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: The training of Postgraduate Physician Assistant Surgical Fellowships is a mission of the Department of Surgery Advanced Practice Providers. PA Trainees must be supervised by teaching staff to ensure that trainees assume progressively increasing levels of responsibility according to their education, ability, and experience. This document describes the principles and general guidelines for the supervision of trainees at Texas Children's Hospital.

The education of PA Trainees requires a partnership of the Instructional faculty and Texas Children's Hospital. The following policies provide a framework that integrate the pertinent policies of Texas Medical Board and Texas Children's Hospital's requirements that a Physician Assistant must practice under the supervision of a licensed physician. In addition to providing an environment for outstanding trainee education and clinical experience, these policies are expected to support the goal of delivering high quality patient care.

Definitions:

Program Faculty: Health care professionals assigned to work with the clinical postgraduate PA program as a major component of their work assignment. This includes the Medical Director, Assistant Medical Director, Academic Director, Program Director, and Program Coordinator.

PA Fellowship Supervising Physician: The supervising physician for the PA trainees enrolled in the PA Surgical fellowship programs is the fellowship medical director.

Attending Physician: A licensed independent practitioner who holds admitting and/or attending physician privileges consistent with the requirements delineated in the **Bylaws, Rules and Regulations** of Texas Children's Hospital and Baylor College of Medicine.

Instructional Faculty/Clerkship Directors: Preceptor to the PA trainee that is a licensed and appropriately credentialed medical professional serving to supervise the patient care activities of the PA trainee during their clinical rotations.

Instructor: Individuals providing instruction or supervision during the program, regardless of length of time of instruction or professional background of the instructor. This includes Texas Children's Hospital and Baylor College of Medicine MDs, PAs, and NPs.

PA Trainee: Physician Assistant graduate who is NCCPA-eligible or who holds a current NCCPA certification and is enrolled in a clinical postgraduate PA program. Also referred to as a PA Fellow.

POLICY

- 1 Attending Physician/Advanced Practice Provider Responsibilities
 - 1.1 The instructor has a defined process for supervision of each participant in the program while carrying out patient care responsibilities. Such supervision will be provided by an instructor with appropriate clinical privileges, with the expectation that the PA trainee will develop into a practitioner who has the knowledge, skills, experience and abilities to provide care to the patients applicable to his/her training program.
 - 1.2 The instructor has overall responsibility for the quality of the professional services provided by the PA trainee. In a hospital, the management of each patient's care (including patients under the care of the PA trainee) is the responsibility of an instructor with appropriate clinical privileges. Therefore, the instructor assures that a member of the medical staff who has been granted clinical privileges through the credentialing process supervises each participant in a postgraduate PA program in his/her patient care responsibilities.
 - 1.3 The program faculty are responsible for providing written descriptions of the role, responsibilities, and patient care activities of participants in the postgraduate PA programs to the medical staff. It is the obligation of each attending physician to be knowledgeable of these responsibilities.
 - 1.4 The position of instructor entails the dual roles of providing quality patient care and effective clinical teaching. Although some of this teaching is conducted in the classroom setting, the majority of it is through direct contact, mentoring, and role modeling with trainees. All patients seen by the trainee will have an assigned attending physician or advanced practice provider. The instructor is expected to:
 - 1.4.1 Exercise control over the care rendered to each patient under the care of a PA Trainee, either through direct personal care of the patient or through supervision.
 - 1.4.2 Effectively role model safe, effective, efficient and compassionate patient care and provide timely documentation to the program director required for trainee assessment and evaluation.
 - 1.4.3 Review and addend history and physicals.
 - 1.4.4 Review and co-sign inpatient orders until The PA trainee has been credentialed by Texas Children's Hospital.
 - 1.4.5 Review and sign progress notes, procedural, and operative notes and discharge summaries.

- 1.5 In general, the degree of instructor involvement in patient care will be commensurate with the type of care that the patient is receiving and the level of training, education and experience of any trainee(s) involved in the patient's care.
- 1.6 The intensity of supervision required is not the same under all circumstances; it varies by specialty, level of training, the experience and competency of the individual trainee, and the acuity of the specific clinical situation. Instructors may authorize the guidance of a PA trainee by an **MD** trainee based on their assessment of the MD or **senior** level trainee's experience and competence, unless limited by existing or future hospital policies. Medical care teams frequently are involved in the management of patients and many different instructors may act as the primary provider at different times during the course of a patient's illness. Instructors must provide personal and identifiable service to the patient and/or appropriate medical direction of the trainee when the trainee performs the service.
- 1.7 The following are specific instances in which involvement of the instructor is required
 - 1.7.1 For Inpatient Care:
 - 1.7.1.1 Examine the patient within 24 hours of admission, when there is a significant change in patient condition, or as required;
 - 1.7.1.2 Confirm or revise the diagnosis and determine major changes in the course of treatment to be followed;
 - 1.7.1.3 Either perform the services required by the patient or supervise the treatment so as to assure that appropriate services are provided by the PA trainees or others, and that the care meets a proper quality level;
 - 1.7.1.4 Be present and ready to perform any service that would be performed in a non-teaching setting. For major surgical or other complex, high-risk medical procedures, the attending physician must be immediately available.
 - 1.7.1.5 Make decision(s) to authorize or deny elective and urgent admissions, discharge from an inpatient status or release from observation or outpatient status
 - 1.7.1.5.1 An instructor decision shall be required to authorize an inpatient's discharge, or release from observation or outpatient status.
 - 1.7.1.5.2 Issue all "No Code" or DNR orders. "No Code" or DNR orders shall be issued only by an attending physician. **Physician must sign where the form asks for physician signature, no substitutions**
 - 1.7.1.5.3 <https://www.dshs.texas.gov/emstraumasystems/FAQsforDNR.pdf>
 - 1.7.1.6 Assure a completed history and physical and a completed, appropriately signed, and witnessed consent form is placed in the patient's record prior to the performance of an operative or invasive procedure involving substantial risk.
 - 1.7.1.7 Assure appropriate documentation is made immediately in the medical record when a procedure is completed on a patient
 - 1.7.2 For Outpatient Care:
 - 1.7.2.1 The extent and duration of the instructor's presence will be variable, depending upon the nature of the patient care situation, and the type and complexity of the service. The responsibility or independence given to PA trainees depends on their knowledge, manual skills and experience as judged by the instructor, and their credentialing status. An instructor must be designated and available at all sites of training.

- 2 Physician Assistant Trainee Responsibilities
 - 2.1 Each PA Trainee must be NCCPA-eligible or hold a current NCCPA certification and enrolled Texas Children's Hospital Physician Assistant Fellowship Program. PA trainees start as learners and increase their scope of practice once privileges and credentialing through Texas Children's Hospital are complete.
 - 2.2 PA Trainees are expected to:
 - 2.2.1 Participate in care at levels commensurate with their individual degree of advancement within the teaching program and competence, under the general supervision of appropriately privileged instructional faculty.
 - 2.2.2 Perform their duties in accordance with the established practices, procedures and policies of the institution and clinical departments.
 - 2.2.3 Adhere to state licensure requirements, federal and state regulations and risk management/insurance/ occupational health/ safety requirements.
 - 2.2.4 Fulfill all institutional requirements; such as maintaining PALS certification, completing required instructional exercises, as detailed in their Criteria of Successful Completion.
- 3 Responsibility and Enforcement
 - 3.1 Employees, providers (including Baylor College of Medicine faculty, fellows, residents and medical students), volunteers, vendors, contract staff (including Baylor College of Medicine and staff retained through a staffing agency), trainees, students and others whose conduct, in performance of work at or for Texas Children's, are required to conform to Texas Children's Policies and Practices, whether or not they are paid by Texas Children's.
 - 3.2 Employees in violation of this policy shall be counseled according to Texas Children's Corrective Action Policy. Violation of this policy can lead to termination of employment for repeat infractions.

Related Documents:

Bylaws, Rules and Regulations of Texas Children's Hospital and Baylor College of Medicine

Original Creation Date: 1/18/2021	Version Creation Date: 5/07/2024	Effective Date: 1/20/2021
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Teaching Out

 Texas Children's	Reduction in Size/Teaching Out	
Policy # 8	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: It is the policy of Texas Children's TCH PA Surgical Fellowship Programs, in the unlikely event that the programs must be closed prior to the planned graduation date of the program's current class, it will make a reasonable effort to complete the training program for the actively enrolled PA trainees.

POLICY

- 1 Teaching Out
 - 1.1 In the unlikely event that the Texas Children's Physician Assistant Surgical Fellowship Programs must be closed prior to the planned graduation date of the program's current class, the Texas Children's Physician Assistant Surgical Fellowship Programs will make a reasonable effort to complete the training program for the actively enrolled PA trainees.
 - 1.2 If this is unable to be achieved, then the program will pursue the possibility of placing the affected PA trainees in another accredited post graduate surgical program or assist trainees in finding employment.
 - 1.3 Before making any reduction in the number of trainee positions, the program director and medical director will work with the Department of Surgery to ensure that careful consideration has been given to the impact that such a reduction would have upon the department's other post-graduate PA training programs.
 - 1.4 Texas Children's Hospital will also evaluate the impact upon the quality and safety of care being provided to the patients.
 - 1.5 PA trainees will be informed as soon as possible of any decision regarding program closure or reduction in program size.

Original Creation Date: 1/18/2021

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Advanced Placement

	Advanced Placement	
Policy #2	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda, PA-C

POLICY STATEMENT: It is the policy of Texas Children's Hospital PA Surgical Fellowship Programs that PA trainees are eligible to apply for any job throughout the program. If a PA trainee applies for and is accepted into a job at Texas Children's Hospital, the PA trainee may use the last elective block as a transition into their new role and still graduate from the program as long as they continue to attend all didactic sessions and complete all fellowship program duties required of graduation (see criteria for successful completion of program), meet TCH requirements of the position, and demonstrate appropriate competencies for the curricular components as demonstrated by completion of skill check off list, pre and posttest, patient log, evaluations for every rotation, end of year exam, and end of year presentation. No other advanced placement options will be offered at this time.

POLICY

- 1 Job Application outside of TCH
 - 1.1 All PA trainees are eligible to apply for any job throughout the program. PA trainees will only be able to receive a certificate of completion if they attend all didactic sessions and complete all fellowship program duties required of graduation (see criteria for successful completion of program), and demonstrate appropriate competencies for the curricular components as demonstrated by completion of skill check off list, pre and posttest, patient log, evaluations for every rotation, end of year exam, and end of year presentation.
- 2 Job Application within Department of Surgery TCH
 - 2.1 All PA trainees are eligible to apply for any job throughout the program. If a PA trainee applies for and is accepted into a job at Texas Children's Hospital, the PA trainee may use the last elective block as a transition into their new role and still graduate from the program as long as they continue to attend all didactic sessions and complete all fellowship program duties required of graduation (see criteria for successful completion of program), meet TCH requirements of the position, and demonstrate appropriate competencies for the curricular components as demonstrated by completion of skill check off list, pre and posttest, patient log, evaluations for every rotation, end of year exam, and end of year presentation.
- 3 Advanced Placement Option
 - 3.1 No advanced placement options will be offered at this time.

Original Creation Date: 1/18/2021

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Moonlighting

 Texas Children's	Moonlighting	
Policy # 6	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: PA Trainees are not permitted to moonlight during the PA Surgical Fellowship Programs

POLICY

- 1 Moonlighting
 - 1.1 PA Trainees are not permitted to moonlight during the PA Surgical Fellowship Programs
- 2 Responsibility and Enforcement
 - 2.1 Employees, providers (including Baylor College of Medicine faculty, fellows, residents and medical students), volunteers, vendors, contract staff (including Baylor College of Medicine and staff retained through a staffing agency), trainees, students and others whose conduct, in performance of work at or for Texas Children's, are required to conform to Texas Children's Policies and Practices, whether or not they are paid by Texas Children's.
 - 2.2 Employees in violation of this policy shall be counseled according to Texas Children's Corrective Action Policy. Violation of this policy can lead to termination of employment for repeat infractions.

Original Creation Date: 1/18/2021

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Policies and procedures for PA trainee grievances/Problem Resolution

If the PA trainee has grievances related to the work environment, issues related to the program, or issues related to the program faculty, there are some steps that need to be followed to properly resolve the issue:

1. Ideally, two employees can discuss work-related problems and agree on a solution.
2. If more assistance is needed, you should follow the chain of command. Initially with instructional faculty or program director depending on the concern. If needed, the Academic Director is available if it cannot be resolved with instructional faculty and program director. They should be asked to help find a way to solve the problem.
 - All discussions with the program director are documented in the PA trainee's secure file. The Program director will follow-up on any complaint or grievances to ensure a safe environment for PA trainee education. The Program director will then follow-up with all parties involved on a resolution.
3. If the problem is not yet resolved, the Medical Director or Assistant Medical Director can be consulted to help resolve issues. The Medical Director and/or Assistant Director will review all disciplinary action taken in the department and Human Resources will be consulted before any final action is taken.
4. If an employee is dissatisfied with the resolution of a problem within the department, an institutional process exists to address employment related concern. It is the employee's responsibility to initiate the process and work with the Employee Relations Representative in Human Resources until it is resolved. Employees can call employee relations at **832-824-2421**. Please see Employee Problem Solving Policy and Process.

If academic or other disciplinary actions are taken against PA trainees that could result in dismissal, nonrenewal of a PA trainee's agreement or other actions that could significantly affect a PA trainee's intended career development, PA trainees can report and submit grievances according to TCH Employee Problem Solving Policy and Process.

Policies and procedures for PA trainee withdrawal from the program

	PA Trainee Withdrawal	
Policy # 9	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: It is the policy of Texas Children's TCH PA Surgical Fellowship Programs that at any time without cause or reason, a PA trainee can withdraw from the program.

POLICY

- 1 PA Trainee Withdrawal
 - 1.1 PA Trainees have the opportunity to withdraw from the TCH PA Fellowship Programs at any time without cause or reason.
 - 1.2 If a PA trainee withdraws from the program prior to meeting all graduation requirements, they will not be awarded a certificate of completion.
 - 1.3 Any employee who terminates his/her employment with less than one (1) year of service will be required to reimburse Texas Children's for the full amount of relocation assistance originally provided, if applicable. (See TCH Policy #104 relocation assistance policy).
 - 1.4 Please refer to TCH policy: #157 termination policy, #5413 termination procedure, #5564 termination guidelines, and #104 relocation assistance policy.

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Policies covering sexual and other forms of harassment

Please refer to TCH policy and procedures #101: harassment policy and procedures

PA Trainee Impairment including Substance Abuse

Please refer to TCH policy and procedures: substance abuse prevention policy #1524, substance abuse policy and procedures #112

PA trainee corrective action and dismissal from program

(In accordance with criteria for successful completion)

PA trainee corrective action for post-tests and evaluations are listed above.

	Corrective Action and Dismissal From Program	
Policy # 10	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda

POLICY STATEMENT: It is the policy of Texas Children's TCH PA Surgical Fellowship Program to support PA trainees and uphold the standards of the PA Surgical Fellowship Program in accordance with the criteria for successful completion.

POLICY

- 1 Corrective Action
 - 1.1 End of Rotation Evaluations
 - 1.1.1 If score is below 70 on evaluation: Probation and coaching
 - 1.2 End of Rotation Post-Tests
 - 1.2.1 If score is below 75 on post-test: Written definitions of objectives as assigned by clerkship director need to be completed
 - 1.3 End of Rotation Evaluation and Test
 - 1.3.1 If score is below 75 on post-test and 70 evaluation in one rotation: Probation, coaching, and remediation to include written objectives and a power point/oral presentation as defined by your clerkship director
 - 1.3.2 If score is below 75 for post-test OR 70 for evaluation for 2 rotations: Probation and induction of performance improvement plan and counseling
 - 1.3.3 If score is below 75 for post-test OR 70 for evaluation for 3 or more rotations: Potential dismissal from program
 - 1.4 If the PA trainee violates expectations, roles, responsibilities, and/or technical standards agreed upon during orientation, a meeting will be held with the trainee to discuss and formulate a plan to correct the issue.
 - 1.5 If the performance does not improve within the next rotation, disciplinary action will then be pursued in accordance with TCH policy with initial written, secondary written, then final written counseling.
 - 1.6 Disciplinary action may result in probation and/or termination of employment. PA trainee insubordination may result in termination of employment.
- 2 Coaching, Corrective Action, and Progression to Termination

- 2.1 PA trainees are counseled in order to:
 - 2.1.1 Recognize commendable performance
 - 2.1.2 To inform an employee of unacceptable and/or unsatisfactory action(s) and/or
 - 2.1.3 To provide documentation in either case
- 2.2 **Commendation** - An employee may receive a written counseling record when his/her performance merits a commendation. The counseling record will be kept in the employee's file, and can be used as an aide in the annual performance evaluation.
- 2.3 **Initial Written Counseling** - An employee may receive an initial written counseling (documented on a counseling form) in the case of unacceptable and/or unsatisfactory performance in collaboration with Human Resources. Documentation of the counseling is made by the program director and is kept in the employee's file and filed with Human Resources Department. A copy is given to the employee if requested.
- 2.4 **2nd Written Counseling** - A 2nd written counseling is documented on a counseling form and is normally given following an initial written counseling when performance continues to be below standard in collaboration with Human Resources. The counseling record is made available to the employee for his/her signature and any comments he/she may wish to add. Documentation of the counseling is made by the program director and is kept in the employee's file and filed with Human Resources Department. A copy is given to the employee if requested.
- 2.5 **Final Written Counseling** - A Final written counseling is documented on a counseling form and is normally given following a 2nd written counseling when performance continues to be below standard in collaboration with Human Resources. The counseling record is made available to the employee for his/her signature and any comments he/she may wish to add. Documentation of the counseling is made by the program director and is kept in the employee's file and filed with Human Resources Department. A copy is given to the employee if requested.
- 2.6 **Termination of Employment** - Termination may result:
 - 2.6.1 As the final disciplinary action that follows a Final written counseling.
 - 2.6.2 Immediate release for specific cause, such as (but not limited to) insubordination or serious misconduct (i.e., neglect or abuse of patients, destruction of property, theft, intoxication on the job. etc.).
 - 2.6.3 Termination and reasons for it are documented on the **Employment Change Form** and is maintained by the Hospital.

Please refer to TCH policy: Please refer to TCH policy: #1477 Employee problem solving Policy, #4915 employee problem solving procedure, #1527 termination policy, #5413 termination procedure, #5564 termination guidelines.

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Effective Date: 1/20/2021

Remediation Policy

 Texas Children's	Remediation	
Policy #17	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda, PA-C

POLICY STATEMENT: It is the policy of Texas Children's TCH PA Surgical Fellowship Program to support PA trainees and uphold the standards of the PA Surgical Fellowship Program in accordance with the criteria for successful completion.

POLICY

- 1 Remediation/Corrective Action
 - 1.1 End of Rotation Evaluations (evaluation of skills)
 - 1.1.1 If score is below 70 on evaluation: Probation and coaching
 - 1.2 End of Rotation Post-Tests (evaluation of knowledge)
 - 1.2.1 If score is below 75 on post-test: Written definitions of objectives as assigned by clerkship director need to be completed
 - 1.3 End of Rotation Evaluation and Test
 - 1.3.1 If score is below 75 on post-test and 70 evaluation in one rotation: Probation, coaching, and remediation to include written objectives and a power point/oral presentation as defined by your clerkship director
 - 1.3.2 If score is below 75 for post-test OR 70 for evaluation for 2 rotations: Probation and induction of performance improvement plan and counseling
 - 1.3.3 If score is below 75 for post-test OR 70 for evaluation for 3 or more rotations: Potential dismissal from program
 - 1.4 Minimum Patient Log (evaluation of skills)
 - 1.4.1 PA Trainee must complete all required patient logs as indicated on the syllabi in order to pass the rotation
 - 1.4.2 This must be documented in excel and submitted to the program faculty for review
 - 1.4.3 If not complete by the end of the rotation, PA Trainee will be required to complete these skills during their elective or research time
 - 1.5 Minimum Patient Skills (evaluation of skills)
 - 1.5.1 PA Trainee must complete all patient skills as indicated on the syllabi in order to pass the rotation
 - 1.5.2 This must be documented on the skills sheet and signed off by the respective team and submitted to the program faculty for review
 - 1.5.3 If not complete by the end of the rotation, PA Trainee will be required to complete these skills during their elective or research time

- 1.6 PA Trainees must pass the end of rotation evaluation, pass end of rotation post test, complete all required patient logs, and complete all required skills in order to pass the rotation
- 1.7 All rotations must be completed in order to graduate from the program
- 1.8 If the PA trainee violates expectations, roles, responsibilities, and/or technical standards agreed upon during orientation, a meeting will be held with the trainee to discuss and formulate a plan to correct the issue.
- 1.9 If the performance does not improve within the next rotation, disciplinary action will then be pursued in accordance with TCH policy with initial written, secondary written, then final written counseling.
- 1.10 Disciplinary action may result in probation and/or termination of employment. PA trainee insubordination may result in termination of employment.
- 1.11 Please refer to TCH policy: #1477 Employee problem solving Policy, #4915 employee problem solving procedure, #1527 termination policy, #5413 termination procedure, #5564 termination guidelines.

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Cheating Policy

	Cheating	
Policy #18	Categories TCH PA Surgical Fellowship Programs	This Policy Applies To: TCH PA Surgical Fellowship Programs
		Document Owner Jacqueline Guarino Broda, PA-C

POLICY STATEMENT: It is the policy of Texas Children's Hospital PA Surgical Fellowship Programs that PA trainees must refrain from cheating of any kind while admitted into the program

POLICY

1. Definition of Cheating

- 1.1 Plagiarism
- 1.2 Submission of work that is not the learner's own for assignments and tests
- 1.3 Submission or use of falsified data
- 1.4 Theft or unauthorized access to an exam
- 1.5 Use of an alternate, stand-in or proxy during an examination

- 1.6 Use of unauthorized material including textbook, notes, phone, or computer program during an examination
- 1.7 Supplying or communicating in any way unauthorized information to another learner during the examination
- 1.8 Knowingly assisting any person committing an act of cheating

2 Notification of Cheating

- 2.1 If there is an awareness of cheating, this must be reported to program faculty
- 2.2 Failure of reporting, will result in penalties subject to the program faculty

3 Offenses of Cheating

- 3.1 Offenses of cheating will result in penalties subject to the program faculty, which may include counseling to dismissal from the program.
- 3.2 The penalty will depend upon the extent of the cheating, whether it is a repeat offense, evidence of deliberate deceit, and whether advantage has been taken of another learner.

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PANCE Policy

 Texas Children's	PANCE Policy	
Policy # 19	Categories TCH PA Surgical Fellowship Programs	<i>This Policy Applies To:</i> TCH PA Surgical Fellowship Programs
		<i>Document Owner</i> Jacqueline Guarino Broda

POLICY STATEMENT: It is the policy of Texas Children's Hospital (TCH) Physician Assistant (PA) Surgical Fellowship Program to support PA trainees. PA trainees can be accepted into the TCH PA Surgical Fellowship Programs without having had passed their Physician Assistant National Certifying Examination (PANCE) exam but need to have completed and passed the exam before graduation in order to receive a certificate of completion.

POLICY

- 2 Acceptance into the TCH PA Surgical Fellowship Program
 - 2.1 PA trainees can be accepted into the TCH PA Surgical Fellowship Programs without having had passed their PANCE exam
 - 2.1.1 If a PA Trainee has not yet taken the PANCE, we encourage them to take the exam before beginning the TCH PA Surgical Fellowship Programs
 - 2.1.2 If a PA Trainee has taken and failed the PANCE, we encourage them to schedule and take their test at the earliest available time
- 3 The TCH PA Surgical Fellowship Programs will not provide any financial assistance or time off to prepare for and take the exam
 - 3.1 Time off to study and take the exam will be used as PTO
- 4 In order to graduate, the PA Trainee must have taken and passed the PANCE exam before the date of graduation.
 - 4.1 Failure to take and pass the PANCE exam before graduation will result in dismissal from the program.
 - 4.2 Please refer to TCH policy: #1477 Employee problem solving Policy, #4915 employee problem solving procedure, #1527 termination policy, #5413 termination procedure, #5564 termination guidelines.

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Respite Rooms

Frontline medical staff now have a quiet place where they can remove their face masks and other personal protective equipment and take a moment to relax and decompress so they can provide the best possible care to their patients. The respite rooms are equipped with a recliner, lamp, end table and chair. The rooms also include self-care supplies like essential oils for aromatherapy, coloring books, a massage chair, yoga mats, stress balls, and guides on stretching techniques and how to manage stress in order to achieve optimal relaxation. To maintain social distancing practices, the respite rooms can be assessed only by one person at a time. Disinfectant wipes are located in each respite room. Users are required to wipe down all of the furniture in the room before another person uses the room. Wellness Ambassadors will be assigned to the respite areas to ensure the rooms are cleaned and to make sure supplies are restocked as needed.

West Tower

Floor	Room #
Floor 1	B.0130.27
Floor 4	B.0415.15
Floor 4	B.0460.04
Floor 6	B.06032
Floor 6	B.06035
Floor 6	B.06032
Floor 7	B.0780.16
Floor 9	B.09104
Floor 10	B.10.126
Floor 11	B.11.126
Floor 12	B.12.122
Floor 15	B.1590.50
Floor 19	B.1980.53
Floor 20	B.20259

Mark A. Wallace Tower

Floor	Room #
Floor 14	D.1420.06

Legacy Tower

Floor	Room #
Floor 9	E.0940.23
Floor 9	E.0940.46
Floor 10	E.1040.46
Floor 10	E.1040.23
Floor 12	E.1240.23
Floor 12	E.1240.46
Floor 16	E.1620.04
Floor 17	E.1720.03
Floor 18	E.1815.03
Floor 22	E.2210.13
Floor 23	E.2340.33
Floor 23	E.2330.09

West Campus

Floor	Room #
Floor 2	WB.250.04
Floor 3	WC.0392.00
Floor 4	WC.0460.00

Woodlands Campus

Floor	Room #
Floor 2	WL.250.38
Floor 3	WL.395.06
Floor 4	WL.480.31
Floor 5	WL.560.07

Things to Enjoy in or Around Houston

Just Outside Houston

- **Austin:** 3 hour trip on 290 west or take I-10 to Hwy 71. Austin city limits music festival in September, three lakes, hiking and bike trails, bars on 6th street- lots of good food and independently owned shops.
- **Dallas:** 4 hour trip on 45 north. Aquarium, Zoo, Six Flags Over Texas, Hurricane Harbor and shopping
- **Galveston:** 45-60 minutes on 45 south. A beach!!! Visit the boardwalk and in summer the Pleasure Pier will be opening! Fish in Galveston Bay. Also watch out for special events like the sand castle building contest and Mardi Gras!
- **Hill Country:** lots of nice Vineyards (near Fredericksburg)
- **Kemah Boardwalk:** 20 miles south on 45. Amusement park, boat arena, lots of restaurants
- **Moody Gardens:** In Galveston; check out the Christmas light display in the December.
www.moodygardens.com
- **San Antonio:** 196 miles West on I10. Alamo, river walk- lots of great food and shopping!
- **Woodlands:** 45 minutes on 45 north. Concerts at Cynthia Woods Mitchell Pavilion, shopping and dining.

Professional Sports

- **Astros** (baseball) www.astros.mlb.com
- **Dynamo** (soccer) www.houston.mlsnet.com
- **Rockets** (basketball) www.nba.com/rockets.com
- **Texans** (football) www.houstontexans.com

Enjoy the Outdoors

- If you like to bike try buffalo bayou bike trail, white oak bayou greenway, Columbia tap rail trail
- If you like to run try **Brian O'Neills Running Club** on Facebook
<http://www.facebook.com/group.php?gid=31339929113&ref=ts>
- **Brazos Bend State Park** for biking, fishing, hiking, birding, camping and star-gazing.
www.hmns.org/see_do/george_observatory.asp or www.brazosbend.org
- **Anahuac Wildlife Preserve** great for bird watching, look out for Alligators www.fws.gov/southwest/refuges/texas/anahuac/index.html

Museums

- **Children's Museum of Houston:** 1500 Binz, (713) 522-1138 www.cmhouston.org, free on Thursday evenings, 5-8pm
- **Contemporary Arts Museum:** 5216 Montrose Blvd, (713) 284-8250 www.camh.org, every day is free!
- **Holocaust Museum:** 5401 Caroline Street, (713) 942-8000, www.hmh.org, Always free
- **Museum of Fine Arts:** 1001 Bissonnet Street, (713) 639-7300, www.mfah.org, Thursdays are free!
- **Museum of Natural Sciences:** One Herman Circle Drive, (713) 639-4629 www.hmns.org, free on Tuesdays from 2-8pm
- **The Menil Collection** (including the Rothko Chapel, Byzantine Fresco Chapel Museum and Cy Twombly Gallery): 1515 Sul Ross, (713) 525-9400, www.menil.org, www.rothkochapel.org, always free!
- Many more museums- check out <http://www.houstonmuseumdistrict.org/> for a full listing.

Go To a Show!

- **Alley Theatre** www.alleytheatre.org
- **Broadway Across America** www.broadwayacrossamerica.com/Houston
- **Houston Symphony** www.houstonsymphony.com
- **Miller Outdoor Theatre in Hermann Park**- free shows! www.milleroutdoortheatre.com Check out the free summer symphony nights and Shakespeare Festival! All lawn tickets are free. Covered seats are free and given out at the box office the day of the show. First come first served!

Miscellaneous

- **Houston Livestock Show & Rodeo**: Every year in March (in May in 2021) - lots of concerts, food and rodeo fun! www.hlsr.com
- **Wild West 2-steppin**
- **Houston Zoo**: www.houstonzoo.org, 1513 MacGregor Dr, (713) 533-6500, Free on Holidays. Park in Garage 4 next to Ben Taub!
- **Run the Houston Marathon!** www.chevronhoustonmarathon.com
- **Visit NASA**: www.spacecenter.org
- **Go out for a beer** (in the village, midtown, the Heights, Alabama Ice House, Kirby Ice House, etc.)
- **Check out Texas Junk Company**- Hundreds of used- excellent condition cowboy boots for CHEAP plus a lot of fun things to look through. If you live in Texas- you need boots! Then you could eat at Lankford Grocery or Niko Niko's in the same area. Open Friday and Saturdays from 11am-6pm. 215 Welch Street, (713) 524-6257
- **Salsa Dance**: Taco Milagro, Skybar, Tropicana- people are always up for salsa dancing
- **Hermann Park**: walk/run, ride the train, watch plays, listen to live music, feed the ducks, squirrels, turtles and nutria, paddleboats www.hermannpark.com
- **Mountain bike in Memorial park**: www.memorialparkconservancy.org
- **Art Car Parade & Museum**: <http://orangeshow.org/artcar.html> , www.artcarmuseum.com
- **St. Arnold's Brewery** 2000 Lyons Ave, Houston, TX 77020
- **Karbach Brewery** 2032 Karbach St, Houston, TX 77092
- **8th Wonder Brewery** 2202 Dallas St, Houston, TX 77003

Food

American/ General

- **Mia's Table**: same family that owns the original Carrabba's. great for the family and adults. 3131 Argonne Street Houston, TX 77098 713-522-6427 \$
- **Gracie's**: same family that owns the original Carrabba's. 3111 Kirby Drive Houston, TX 77098 713-728-6410 \$\$
- **Barnaby's Café**: 604 Fairview, 414 W. Gray, 1701 S. Shepherd Dr. www.barnabyscafe.com \$
- **Black Walnut Café**: Rice Village- 5510 Morningside Drive- free Wi-Fi, good salads! Great place to meet after work. Great gelato, too! \$
- **Backstreet Café** – A bit upscale, but quite, quite tasty and a good variety for different palettes. S. Shepherd just north of West Gray (SO GOOD!) \$\$\$
- **Empire Café**: 1732 Westheimer Rd. Italian focus...GREAT cake and half price cake night on Mondays! Hoppin' on the weekend mornings –nice brunch- and great place for people watching! www.empirecafe.net \$
- **Farrago**: American-Mediterranean fusion, nice atmosphere, happening Sunday brunch \$\$
- **Hungry's Café & Bistro**: 2356 Rice Blvd. Healthy & vegetarian options! Try the wedge salad with chunk feta herb dressing! Delivers to the medical center. www.hungryscafe.com \$

- **Lankford Grocery:** 88 Dennis Street. Best hamburger in Houston. Outside patio. Great restaurant in the Heights. \$
- **Onion Creek Coffee House:** 3106 White Oak Drive. Beer, wine and good bar grub! The closest you will get to an Austin experience in Houston! Really relaxed vibe with a great patio... go early on a nice weekend to get a spot! \$
- **Paulie's** 1834 Westheimer Road. Family friendly, very casual \$-\$\$
- **Ruggles Café Bakery:** 2365 Rice Blvd. Rice Village, good salads! An impressive display of desserts! Try the white chocolate bread pudding! www.rugglescafebakery.com \$
- **Southwell's Hamburger Grill:** 2252 W. Holcombe Blvd (and veggie burgers!) \$

Bakery

- **Acadian Bakery:** 604 W. Alabama. Awesome cakes! This is a really great bakery! www.acadianbakers.com \$
- **Andre's Pastry Shop & Café:** 2515 River Oaks Blvd. & 1101-11 Uptown Park Blvd. Try the mango mousse cake and apricot pastries! Belgian/ French bakery; also open for lunch. \$
- **Common Bond Bakery:** 1706 Westheimer Rd, Houston, TX 77006
- **Moeller's Bakery-** best in Houston!

Breakfast

- **Avalon Diner:** 2417 Westheimer Rd. www.avalondiner.com \$
- **Baba Yega:** 2607 Grant St. Nice Sunday brunch, lots of veggie options! www.babayega.com \$
- **Baby Barnaby's:** 602 Fairview www.barnabyscafe.com \$
- **Breakfast Klub:** 3711 Travis Street. Famous dishes include Katfish & Grits; Wings & Waffles. Get there early- this is a Houston MUST and the line gets long! www.thebreakfastklub.com \$
- **Buffalo Grille:** 3116 Bissonnet St. Pancakes the size of your head! www.thebuffalogrille.com \$
- **House of Pies:** 3112 Kirby Dr. & 6412 Westheimer Road. Awesome place for breakfast, which is served 24 hours/ day. They also have amazing pie and diner food! www.houseofpies.com \$
- **Tiny Box wood:** really cute and quant, local ingredients. 3614 W Alabama St, Houston, TX 77027

Cajun

- **Boudreaux's Cajun Kitchen** 5475 West Loop S. www.boudreauxs.net \$
- **Brennan's of Houston:** 3300 Smith Street. Beautiful patio and delicious Cajun food! The Sunday brunch is a must! Very nice restaurant! www.brennansofhouston.com \$\$\$
- **Rajin' Cajun:** 4302 Richmond Ave. www.rajin-cajun.com \$

Chinese

- **Fung's Kitchen:** 7320 Southwest Fwy. #115 www.fungskitchen.com \$\$
- **Hong Kong Food Street:** 9750 Bellaire Blvd. www.hongkongfoodstreet.com/HKFS_E/index.htm \$\$
- **China Stix:** 3141 W. Holcombe Blvd. www.chinastix.com \$
- **Jenni's noodle House:** 3111 S. Shepherd Dr. www.noodlesrule.com \$
- Also- check out Chinatown at 59S and Bellaire/Gessner- tons of great restaurants and shopping.

French

- **Café Rabelais:** 2442 Times Blvd. www.caferabelais.com \$\$

- **Bistro Des Amis** 2347 University Blvd. Amazing French restaurant. I highly recommend! www.bistrodesamis.com \$\$
- **Croissant-Brioche**: 2435 Rice Blvd. Nice café for a cup of coffee and pastry or sandwich and French onion soup for lunch, in the rice village. \$

Greek/ Mediterranean

- **Niko Niko's**: 2520 Montrose Blvd. Good for sit down or take out! Probably the most popular Greek restaurant in Houston. Get the gyros, fries or saffron potatoes! www.nikonikos.com \$
- **Fadi's Mediterranean Grill**: 8383 Westheimer Road www.fadiscuisine.com \$
- **Maryz's Mediterranean Cuisine**: 5825 Richmond Ave. Awesome Lebanese food. Great outside patio and hookahs with all kinds of flavored tobacco. Cheap! www.maryzcuisine.com \$

Indian

- **Indika**: 515 Westheimer Road. Trendy, Indian fusion. www.indikausa.com \$\$
- **Kiran Restaurant**: 4100 Westheimer Road. Awesome Indian food. Fancy- good for special occasions. www.kiranshouston.com \$\$\$
- **Bombay Brasserie** 2414 University Blvd #210, Houston, TX 77005

Italian/ Pizza

- **Carrabba's original**: This is the one that started it all. It is not the chain Carrabba's, it is better much better! KIRBY: 3115 Kirby Houston, TX 77098 (713) 522-3131 or VOSS: 1399 South Voss Houston, TX 77057 (713) 468-0868 \$\$
- **Buon Appetito**: 2231 W. Holcombe. Sicilian food. (713) 665-4601 \$
- **Center Court Pizza & Brew**: 9721 Broadway St. #101, Pearland, TX \$
- **Collina's Italian Café**: 502 W. 19th St. www.collinas.com \$
- **Crapitto's**: 2400 Midlane St. www.crapittos.com \$\$
- **D'Amico Italian Market Café**: 5510 Morningside Dr. #140 www.damicocafe.com \$
- **Fred's Italian Corner** 2278 W. Holcombe (Medical Center) <http://www.eatatfreds.com/> Excellent service and food and great prices \$
- **Star Pizza**: 2111 Norfolk. Homemade yummy pizza with fresh toppings, bring the kids! www.starpizza.net \$

Mexican/ Texmex/ Burritos

- **El Tiempo**:- More of your classic tex mex. Even better fajitas than Pappas' but more \$\$ Worth it, but BEWARE THE EVERCLEAR SPIKED MARGARITAS. (www.eltiempocantina.com)
- **100% Taquito**: 3245 Southwest Fwy. 713-665-2900. www.100taquito.com \$
- **Chuy's**: 2706 Westheimer Road. Houston staple. Make sure to ask for a side of the creamy jalapeno dressing for your chips! 713-524-1700. www.chuys.com \$
- **Cyclone Anaya's Mexican Kitchen**: 309 Gray St. Take margaritas one at a time. 713-520-6969. www.cycloneanaya.com \$\$
- **Hugo's**: 1602 Westheimer Road. Fancy! 713-524-7744. www.hugosrestaurant.net \$\$\$
- **Ninfas**: The original Ninfas on Navigation is thought to be the best of all the franchises, a Houston classic! www.ninfas.com/ \$\$
- **Teala's Mexican Restaurant**: 3210 W. Dallas St. 713-520-9292. <http://tealas.com>
- **Pappasitos**

Thai

- **Morningside Thai Café:** 6710 Morningside Drive. 713-661-4400. www.morningsidethai.com \$\$
- **Nidda Thai Cuisine:** 1226 Westheimer Road. 713-522-8895 \$
- **Nit Noi:** Multiple locations, www.nitnoithai.com \$
- **Patu:** 2429 Rice Blvd. 713-6998. \$\$
- **Thai Spice:** 5117 Kelvin Drive. Nice, cheap lunch buffet. 713-522-5100 www.thaispice.com \$
- **Thai Sticks:** 4319 Montrose Blvd. Awesome Thai food. Great atmosphere. Love it! 713- 529-4500. www.Thastickshouston.com \$\$

Vegetarian

- **Baba Yega:** (see breakfast section)
- **Field of Greens:** 2330 W. Alabama St. 713-533-0029 www.fieldofgreenshouston.com \$
- **Hobbit Café** (non veggie options as well!) 2243 Richmond Ave. 713-528-3418 www.thehobbitcafe.com \$

Vietnamese

- **Mai's Restaurant:** 3404 Milam Street. 713-520-7684 www.maistrestauranttx.com \$
- **Pho Saigon Noodle House:** 2808 Milam St. 713-524-3734. www.phosaigonnoodlehouse.com \$
- **Van Loc Restaurant:** 3010 Milam St. 713-528-6441. www.vanlocrestaurant.com
- **Vietopia:** 5176 Buffalo Speedway. 713-664-7303
- **Les Givral's Kahve** for Vietnamese Sandwiches on Milan N. of Elgin

Happy Hours

- **Benjy's:** 2424 Dunstan St. Every night 4-7pm \$5.00 drinks (great blue-cheese stuff olive martinis) and \$6.00 appetizers (great food!) –nicer lounge atmosphere. www.benjys.com
- **Baker Street Pub & Grill:** 5510 Morningside Dr, 713-942-9900, Mon-Sat 209pm, All day Sunday: \$1.75 domestics and wells. www.sherlockpubco.com
- **Front Porch Pub:** 217 Gray, 713-571-9571, www.frontporchpub.com
- **Little Woodrow's-** multiple locations- Rice Village & Midtown Mon-F until 7pm check out site for daily specials. www.littlewoodrows.com
- **Mi Luna Tapas Restaurant:** 2441 University Blvd, 713-520-5025 www.mi-luna.com Mon-F 3-7 PM \$3 sangria and tapas
- **Additional Information can be found on this blog:** www.crazyhappyhour.com

Places to Study ~ Coffee/Tea Shops

- **Antone's Deli** (free Wi-Fi, tables in/outside) 424 Dunstan Rd. 713-521-2883
- **Bacchus** 2520 Dulavy Street. This Montrose wine bar and coffee shop place is awesome! They even have wine and pie nights. Free Wi-Fi.
- **Barnes & Noble** (Wi-Fi, but you have to pay for it) 3003 W. Holcombe Blvd. 713-349-0050
- **Baylor College of Medicine** (yes...it is a school...but if you seriously need to get some work done, there is a brand new area on the 2nd, 3rd and 4th floors of the main Baylor building with tons of tables, desks, couches- and Wi-Fi)
- **Black Walnut** (Rice Village, free Wi-Fi, big tables- and gelato) 5510 Morningside Dr.
- **Brasil:** 2604 Dunlavy St. Good coffee, also has food and live music sometimes on the weekend.
- **Empire Café:** 1732 Westheimer Road. Monday night half price cake night! Good coffee! 713-528-5282
- **Starbucks:** Everywhere!

- **Taft:** 2115 Taft St. free Wi-Fi, big tables. 713-522-3533. www.2115taft.org
- **Tapioca Express:** 3311 Westpark Dr. Free Wi-Fi, tapioca milk tea. 713-668-7778. www.tapiocaexpress.com
- **Teahouse:** 2089 Westheimer Road. 713-526-6123. Free Wi-Fi and tapioca milk tea. www.teahousebeverage.com
- **Tropioca:** 2808 Milam St. #G. Free Wi-Fi, big tables, tapioca milk tea. 713-373-7111. www.tropioca.com

Ice Cream

- **Amy's Ice Cream:** 3816 Farnham St. 713-526-8697 Fun, eclectic flavors, good mix-ins. www.amysicecreams.com
- **Baskin Robins:** on University (Rice Village) www.baskinrobbins.com
- **Ben and Jerry's** on Kirby (Rice village) www.benjerry.com
- **Black Walnut** (gelato in Rice Village): 5510 Morningside Drive
- **Chocolate Bar:** on University (Rice Village) everything is chocolate- tons of ice cream, chocolate coffee. 713-520-8599. www.theoriginalchocolatebar.com
- **Hank's Ice Cream:** 9291 S. Main St. 713-665-5103. www.hanksicecream.com
- **Marble Slab** on Holcombe www.marbleslab.com

Favorite Local Beers

- Saint Arnold's (Houston)
- No Label (Katy)
- Karbach (Houston)
- Live Oak (Austin)
- Real Ale (Blanco TX)
- Independence Brewery (Austin)
- Shiner (Shiner TX)