



**BAYLOR COLLEGE OF MEDICINE
OFFICE OF RISK MANAGEMENT
EXTERN PROGRAM**

Baylor College of Medicine (BCM) is a private medical school located in the Texas Medical Center (TMC). BCM has teaching affiliations with private and public hospitals, as well as alliances with other affiliated and cooperating institutions within the TMC, Harris County, Texas, and internationally. BCM is also instrumental in state-of-the-art medical research. It is one of three NHGRI-funded centers selected to sequence the human genome and is among the top ten medical schools in the United States for funding from the National Institutes of Health.

BAYLOR COLLEGE OF MEDICINE OFFICE OF RISK MANAGEMENT

The Office of Risk Management is part of the General Counsel's office; however, the externship is exclusively with the Office of Risk Management. Risk Management at BCM includes the following areas:

- Insurance risk retention and risk transfer
- Incident review
- Claims management
- Litigation management
- Education – risk reduction and loss prevention
- Patient safety
- Legal analysis

Our office is located at the McGovern Campus, 2450 Holcombe, Suite 0104, Houston, 77021. BCM main campus is located at One Baylor Plaza within the TMC.

EXTERNSHIP PROGRAM GOAL

BCM Office of Risk Management is interested in fostering increased knowledge and awareness in the area of health care risk management.

The student will spend time in each of the following areas.

- Insurance – professional liability, general liability, casualty, and Workers' Compensation
- Unanticipated events/Incidents
- Claims, lawsuits, trials, mediations
- Risk and legal analysis

The extern may be asked to research a variety of legal issues and draft memoranda addressing immediate legal and risk concerns. Additional projects may be assigned as needed. Note: All research requested and related information is confidential and belongs to BCM.

Students will have the opportunity to attend depositions, trials, and mediations as they occur. They will also observe quality assurance proceedings, participate in medical school student jurisprudence education (Spring semester), help investigate insurance claims, help prepare lecture presentations, draft articles for monthly newsletters, attend professional meetings, and other risk management activities as they occur.



At the end of the externship, the student should be able to think logically through real life emergency situations, answer questions that may or may not have a legal answer, identify and weigh all risks involved, and advise accordingly in a manner that is legally valid and understandable to the staff.

REQUIREMENTS FOR EXTERNSHIP CONSIDERATION

1. Current enrollment in an accredited law school is required. Please contact your academic advisor for any additional qualifications specific to your law school.
2. **University of Houston students:** BCM Risk Management will review and consider all resumes submitted by either the Health Law & Policy Institute or the Clinical Program at the University of Houston Law Center. First preference is for LL.M. students; second preference is for third year law students.
 - a. Each applicant is personally responsible for notifying the Health Law & Policy Institute and the Clinical Program of his/her intention to be an extern, meeting the requirements established by both entities, and negotiating academic credit.
 - b. An applicant must have completed a legal research and writing course, a professional responsibility course, and have completed or is simultaneously enrolled in the Health Law I and/or Health Law II survey courses. In addition, BCM recommends the following courses for externship:
 - A. Regulation of Healthcare Professionals
 - B. Medical Malpractice Litigation
 - C. Insurance Law Survey
 - D. Employment Law Survey
 - c. In addition to an up-to-date resume, the following **must** be provided before final consideration.
 - A. A completed University of Houston clinical legal education application for external placement.
 - B. A letter from the Director of Clinical Legal Education stating permission is given for external placement.
 - C. A copy of the completed U of H Conflict of Interest form.
 - D. A copy of the completed U of H External Placement Program Confidentiality Agreement.
 - E. A writing sample preferably of a legal question presented and answered in legal memorandum form.
 - F. A schedule of available days and times planned for the externship. BCM prefers students who can devote large blocks of time to the program. Past students have spent as much as eight hours a day, five days a week and as little as four hours a day for three days a week. The schedule must include beginning and ending dates for the externship.
3. Each applicant is required to make an appointment upon request for an interview with the Administrator of Education and Risk Analysis prior to final acceptance. The interview may be in person or by phone.



4. The following must be completed upon acceptance.
 - Baylor College of Medicine Agreement of Confidentiality
 - Baylor College of Medicine Conflict of Interest Statement
5. BCM will reimburse students for parking in outlying remote lots as well as bus fare and/or Metro rail passes. Each student is responsible for his/her transportation and parking arrangements. Parking contracts may be arranged through the Texas Medical Center Parking Office located at Garage 2, 1155 West Holcomb Boulevard. The parking arrangements must be made prior to the first day of externship.
6. The Administrator of Education and Risk Analysis reserves the right to request the extern withdraw from the Office of Risk Management externship. Examples of situations in which an extern may be asked to withdraw are:
 - a. Breach of confidentiality;
 - b. Conflict of interest;
 - c. Extensive and/or unacceptable absences;
 - d. Schedule changes;
 - e. Performing work other than risk management assignments;
 - f. Unprofessional behavior

ADDITIONAL INFORMATION

Please allow up to two weeks for notification of acceptance after all documents have been submitted to the Office of Risk Management. If a student applicant accepts an externship with another entity, please notify the Administrator of Education and Risk Analysis immediately of application withdrawal. Notification may be done by e-mail.

Additional information about Baylor College of Medicine and the Texas Medical Center may be found at www.bcm.tmc.edu and www.tmc.edu.

Thank you for your interest in an externship opportunity with Baylor College of Medicine Office of Risk Management.

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