

 <b>QUILLEN COLLEGE of MEDICINE</b> EAST TENNESSEE STATE UNIVERSITY	<b>Policy/Procedure/Process Name:</b>	Preparation of Resident and Non-Faculty Instructors
	<b>MSEC/ADMIN Number:</b>	MSEC-0617-18
	<b>Approving Officer:</b>	Ramsey McGowen, PhD / Chair (2017) Ivy Click, EdD / MSEC Chair (2021)
	<b>Agent(s) Responsible for Implementation:</b>	Course/Clerkship and/or Residency Program Directors
<b>Original Approval Date:</b> 6/13/17 <b>Effective Date(s):</b> 2017-2018 AY; 8/17/21	<b>Originator Name/Committee:</b>	MSEC
<input type="checkbox"/> <b>New Policy/Procedure/Process</b>	<input checked="" type="checkbox"/> <b>Revision of Existing Policy/Procedure/Process</b>	
<b>Revision Date(s):</b> August 17, 2021 - Updated section (D.) to match the updated Resident as Teachers topics to be covered yearly.	<b>LCME Required Policy/Procedure/Process:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>LCME Element(s) Number and Description:</b>  9.1 PREPARATION OF RESIDENT AND NON-FACULTY INSTRUCTORS In a medical school, residents, graduate students, postdoctoral fellows, and other non-faculty instructors in the medical education program who supervise or teach medical students are familiar with the learning objectives of the course or clerkship and are prepared for their roles in teaching and assessment. The medical school provides resources to enhance residents' and non-faculty instructors' teaching and assessment skills, and provides central monitoring of their participation in those opportunities.  [Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].	
<b><i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i></b>		
<b>Administrative Review Date(s):</b> 7/13/2020		

**(A.) Policy/Procedure/Process Statement:**

This policy becomes effective with the 2017-2018 academic year.

This policy addresses LCME standards related to preparation of resident, graduate students, postdoctoral fellows, and other non-faculty instructors for their role of supervising or teaching medical students in the medical education program. It provides for the central monitoring of participation in activities to prepare non-faculty instructors as teachers. This policy sets minimum standards for accomplishment of the preparation training within College of Medicine courses and/or clerkships.

**(B.) Purpose of Policy/Procedure/Process:**

To ensure appropriate preparation of residents, graduate students, postdoctoral fellows, and other non-faculty instructors for their role of supervising or teaching medical students.

This policy addresses LCME Element 9.1 Preparation of Resident and Non-Faculty Instructors.

## **Policy Name: Preparation of Resident and Non-Faculty Instructors**

### **(C.) Scope of Policy/Procedure/Process (applies to):**

Residents, graduate students, postdoctoral fellows, and other non-faculty instructors responsible for supervising or teaching medical students in the ETSU College of Medicine program.

### **(D.) Activities of Policy/Procedure/Process (start to finish):**

#### **Resident Instructors in Courses, Clerkships, Selectives, and Clinical Electives**

1) Once a year, at minimum, a teaching preparedness session is to be held by the course director(s), clerkship director(s) and/or residency program directors for the resident instructors in the medical education program who supervise or teach medical students in their course, clerkship, selective, or elective.

The following should be included, at a minimum, in the session:

- Quillen College of Medicine Institutional Educational Objectives
- Clerkship Objectives, syllabus, assessment forms/ EPA's, duty hours, and student honor system.
- Patient encounter and procedure log requirements
- Clinical Expectations of students
- Professional expectations of students including the review of the Professionalism form and reporting process
- Medical Student Mistreatment policy and procedures
- How to prevent mistreatment and report if observed
- Role of resident in student assessment
- Standards of Conduct between those involved in the medical education program and students, no dual relationships
- Teaching and assessment skills development
- Infectious Diseases and Environmental Hazards Education and Exposure
- Medical student access to health care services

#### **Graduate Students/Postdoctoral Fellows/Non-Faculty Instructors**

- Prior to first delivery of instruction for the course(s) and/or clerkship(s) of an academic year, the course director(s) and/or clerkship director(s) shall deliver a combination of COM/course/clerkship information/policies relevant to the educational activity. The information will inform and guide non-faculty instructors who supervise or teach medical students in courses and/or clerkships.

#### **Central Monitoring**

The faculty member responsible for Resident instruction preparation will submit annually a signed report to the Office of Academic Affairs to include:

- Date and length (hours) of the Preparedness and Informational session(s)
- Topics covered in session(s)
- Attendee names and titles
- Plan for makeup session(s) of those unable to attend

The faculty member responsible for Graduate Students/Postdoctoral Fellows/Non-Faculty Instructor's instruction preparation will identify delivery of relevant course information in the annual self-study review of the course.

**Policy Name: Preparation of Resident and Non-Faculty Instructors**

Attendees to include residents, graduate students, postdoctoral fellows, and other non-faculty instructors who supervise or teach medical students in the ETSU College of Medicine program.

<b>Approved by:</b> <b>Name / Title:</b> Ramsey McGowen, PhD / MSEC Chair (2017) Ivy Click, EdD / MSEC Chair (2021)	<b>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number):</b> <i>(List only if a name change is involved)</i>
<b>Review/Revision Completed by:</b> <input type="checkbox"/> Office of the Dean	<b>Date</b>
<input checked="" type="checkbox"/> Academic Affairs	1/17/17; 4/11/17; 5/9/2017; 6/13/17; 8/18/21
<input type="checkbox"/> Student Affairs	
<input checked="" type="checkbox"/> Medical Student Education Committee	4/18/17; 5/16/17; 6/13/17; 8/17/21
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	5/10/17
<input checked="" type="checkbox"/> M1/M2 Course Directors	5/10/17
<input checked="" type="checkbox"/> Student Groups/Organizations (describe):	Clinical Chairs 5/10/17

Notifications of New or Revised Policy	Method of Notifications and Date
<input type="checkbox"/> Medical Students	
<input type="checkbox"/> All QCOM Faculty	08/18/21
<input type="checkbox"/> All QCOM Staff	08/18/21
<input type="checkbox"/> Admissions Office (catalog)	08/18/21