**Policy/Procedure/Process**

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

**MSEC/ADMIN Number:** MSEC- 0617-18

**Approving Officer:** Ramsey McGowen, MSEC Chair

**Agent(s) Responsible for Implementation:** Course/Clerkship and/or Residency Program Directors

**Original Approval Date:** 6/13/2017

**Originator Name/Committee:** MSEC

**Revision Date(s):**

**LCME Required Policy/Procedure/Process:** Yes ☒ No ☐

**LCME Element(s) Number and Description:** LCME Element 9.1. 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].

**All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.**

(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 of medical students.

This policy addresses LCME Element 9.1 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:

- College of Medicine Student Honor System/Code, Professionalism expectations and review of the Professionalism form and reporting process
- Clinical and Professional expectations of students (courses and/or clerkships where patient interactions occur)
- Standards of Conduct between those involved in the medical education program and students
- College of Medicine Student Mistreatment Policy to include how to report mistreatment
- Course and/or clerkship assessment of student forms and the role of the evaluator
- Review of the current course and/or clerkship syllabus to include course and/or clerkship objectives and assessment methods
- Review of the Quillen College of Medicine Institutional Educational Objectives
- Medical student duty hours
- Review of required course and/or clerkship patient encounter and procedure logs
- Medical student access to health care services
- Non-involvement of providers of students health services in student assessment

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.

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.
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<th><strong>Approved by:</strong></th>
<th><strong>Policy/Procedure/Process Superseded by this Policy/Procedure/Process (insert policy/procedure/process name and number):</strong> MSEC 0617-18</th>
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<tr>
<td><strong>Name:</strong> Ramsey McGowen, PhD, MSEC Chair</td>
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| **Signature:** |  |
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| **Title:** MSEC Chair |  |
| **Date:** 4-18-2017 |  |

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