



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

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

Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No
If so, list name of previous policy (include policy number if different):
Policy Number (issued by the Office of Academic Affairs upon final approval): MSEC-0617-18
Policy Owner (Individual, Department, or Committee/Chair): Ramsey McGowen, PhD / MSEC Chair (2013-2019) Ivy Click, EdD / MSEC Chair (2020-)
Committees, Departments, or Individuals Responsible for Implementation: Course/Clerkship and/or Residency Program Directors
Original Approval Date and Who Approved by: 6/13/2017 – Ramsey McGowen, PhD / MSEC Chair
Effective Date(s): 2017-2018 AY; 8/17/2021
Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):
Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner): 8/17/2021 – updated “Activities of Policy” section to match the updated “Resident as Teachers” topics to be covered yearly.
Exemption(s) to Policy (date, by what committee or individual, and brief description):
LCME Required Policy: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No
If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): 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.
<i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i>
Date of Review:
Revisions Made: <input type="checkbox"/> Yes/ <input type="checkbox"/> No If yes, list revisions made:
Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input type="checkbox"/> No

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

Policy Statement:

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.

Purpose of Policy:

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.

Scope of Policy (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.

Policy Activities:

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

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

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

- 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.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	1/17/17; 4/11/17; 5/9/2017; 6/13/17; 8/18/21
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	4/18/17; 5/16/17; 6/13/17; 8/17/21
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	5/10/2017
<i>M3/M4 Clerkship/Course Directors</i>	5/10/2017
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	
<i>Medical Students</i>	8/18/2021
<i>QCOM Faculty</i>	8/18/2021
<i>QCOM Staff</i>	8/18/2021

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog (only new policies)</i>	8/18/2021