TITLE: Preparation of Residents and Non-Faculty Instructors in Medical Student Supervision, Teaching, and Assessment

SPONSOR: Curriculum Committee

EFFECTIVE DATE: January 27, 2020

INTRODUCTION AND PURPOSE:

The purpose of this policy is to establish guidelines ensuring that residents and non-faculty instructors receive adequate orientation to the course/clerkship specific learning objectives, required clinical encounters, and expectations regarding the supervision, teaching, and assessment of medical students.

CANCELLATION:

This policy does not cancel any other existing policy.

SCOPE AND APPLICABILITY:

This policy applies to all resident and non-faculty instructors who supervise, teach, and assess Chicago Medical School students.

POLICY STATEMENTS:

Prior to supervising, teaching, and assessing CMS medical students:

- All residents and non-faculty instructors must receive the relevant course/clerkship learning objectives
- All residents and non-faculty instructors must receive the course/clerkship specific expectations, including required clinical encounters
- All residents and non-faculty instructors must receive an orientation to their roles in teaching and assessment

CMS provides resources to enhance residents’ and non-faculty instructors’ teaching and assessment skills and provides central monitoring of their participation in these opportunities.
DEFINITIONS:

Residents refer to those physicians (residents and fellows) currently training in ACGME accredited residency programs. This policy applies to all CMS resident physicians as well as those residents who teach medical students in non-CMS affiliated programs where CMS medical students rotate.

PROCEDURES:

Course/clerkship directors are responsible for ensuring residents and non-faculty instructors receive the learning objectives, course/clerkship specific expectations, and are oriented to their roles in teaching and assessment.

The Clinical Sciences Department centrally monitors the utilization of available CMS and non-CMS resources used by residents and non-faculty instructors. The Clinical Sciences Department reports resource utilization to the Curriculum Committee annually.

There are specific procedures for each of the following groups: residents (CMS and non-CMS) and non-faculty instructors.

- CMS and non-CMS residents receive clerkship-specific learning objectives, clerkship expectations including required clinical encounters, and orientation to their roles in teaching and assessment annually. Residency program directors attest that their own residents are familiar with the receipt of clerkship objectives. Program directors or their designees review clerkship-specific objectives and expectations and orient new and established residents to their roles as teachers annually. Resources to enhance resident teaching are sent at least annually. Program directors attest and report when non-CMS resources are used.

- Non-faculty instructors must complete an orientation session on teaching students prior to their instruction of medical students. The course director reviews session objectives and specific learning expectations prior to these students instructing medical students.

POINTS OF CONTACT:

Executive Chair for Clinical Sciences
Title: Preparation of Residents and Non-Faculty Instructors in Medical Student Supervision, Teaching, and Assessment

Associate Dean for Graduate Medical Education
Associate Dean for Basic Science Education
Associate Dean for Academic Learning Environment
Assistant Dean for Clinical Education
Co-chairs of the Curriculum Committee

REFERENCES AND RELATED POLICIES:

LCME Element 9.1