



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

PREPARATION OF RESIDENTS, FELLOWS & NON-FACULTY INSTRUCTORS POLICY

POLICY: # 319.1

Supersedes: 319.1 version 12/7/22

Issuing Officer: Dean, College of Medicine
Responsible Office: Office of Medical Education
Effective Date: 9/24/24
Next Review Date: 9/24/27

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to must ensure 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. (LCME 9.1)

II. POLICY STATEMENT:

In order to fulfill the important role of providing clinical education to the medical students of CDU COM, residents, fellows, and non-faculty instructors must be familiar with the following:

- 1. Learning objectives of the CDU MD Program*
- 2. Specific learning objectives of the course or clerkship*
- 3. Assessment methods relevant to the course or clerkship*
- 4. Relevant policies including but not limited to: duty hours, mistreatment, professionalism, supervision, conflict of interest, medical student exposure to infectious and environmental health, and clerkship absence policies.*

III. POLICY:

CDU Residents and Fellows

Graduate Medical Education Residents and Fellows as Teacher Module: All incoming residents and fellows are required to attend the GME new resident/fellow orientation, which includes an orientation by the associate dean of graduate medical education to their roles and responsibilities as teachers. The module topics include medical education (e.g. teaching, curriculum, assessment); educational innovation and educational research; leadership skills (e.g., professionalism, communication, and team building); mentoring and supervision of learners. Attendance is collected and monitored centrally by the GME Office.

Office of Medical Education Module on Educating CDU Medical Students: This required on-line module is completed annually by all residents and fellows with responsibility for teaching and assessing medical students. The module includes information on the MD Program's medical educational program objectives and the learning objectives, assessment methods and grading rubric, clinical logging requirements of the specific clerkships and relevant policies and procedures.

Course Leadership: Course directors of pre-clerkship courses will meet with residents and fellows prior to the start of the course to review the resident/fellow's role as teacher, the learning objectives of the MD Program and the specific course, the assessment methods and grading rubric, and relevant policies. Attendance is collected by the course director who will submit the attendance sheet and attestations to the Office of Undergraduate Medical Education for central monitoring.

Clerkship Leadership: Clerkship directors or designee will meet with residents and fellows at the beginning of each academic year to review the resident/fellow's role as teacher, the learning objectives of the MD Program and the specific clerkship, the assessment methods and grading rubric, clinical logging requirements, and relevant policies. Attendance is collected by the clerkship director who will submit the attendance sheet and attestations to the Office of Undergraduate Medical Education for central monitoring.

Syllabi and Policy Distribution: All residents and fellows annually receive electronically the course and clerkship syllabi for the course and/or clerkship they are teaching in and specific MD Program policies pertaining to their role as resident teachers.

Non-CDU Residents and Fellows

Office of Medical Education Module on Educating CDU Medical Students: This required on-line module is completed annually by all residents and fellows with responsibility for teaching and assessing

medical students. The module includes information on the MD Program's medical educational program objectives and the learning objectives, assessment methods and grading rubric, clinical logging requirements of the specific clerkships and relevant policies and procedures.

Course Leadership: Course directors of pre-clerkship courses will meet with residents and fellows prior to the start of the course to review the resident/fellow's role as teacher, the learning objectives of the MD Program and the specific course, the assessment methods and grading rubric, relevant policies, and course syllabus. Attendance is collected by the course director who will submit the attendance sheet and attestations to the Office of Undergraduate Medical Education for central monitoring.

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Syllabi and Policy Distribution: All residents and fellows will annually receive electronically the course and clerkship syllabi for the course and/or clerkship they are teaching in and specific MD Program policies pertaining to their role as resident teachers.

Non-Faculty Instructors

Course Leadership: Course directors of pre-clerkship courses will meet with non-faculty instructors teaching in their course prior to the start of the course to review the learning objectives of the MD Program and the specific course, the assessment methods and grading rubric, relevant policies, and course syllabus. Attendance will be collected by the course director who will submit the attendance sheet and attestations to the Office of Undergraduate Medical Education for central monitoring.

Clerkship Leadership: Clerkship directors or designee will meet with non-faculty instructors teaching in their clerkship at the beginning of each academic year to review the learning objectives of the MD Program and the specific clerkship, the assessment methods and grading rubric, clinical logging requirements, relevant policies, and clerkship syllabus. Attendance will be collected by the clerkship director who will submit the attendance sheet and attestations to the Office of Undergraduate Medical Education for central monitoring.

IV. APPLICABILITY:

The faculty, residents, fellows, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

VI. RELATED POLICIES:

- *MD Program Learning Objectives*
- *Duty Hours Policy*
- *Supervision of Clinical Experiences Policy*
- *Student Mistreatment and Learning Environment Policy*
- *Professionalism Policy*
- *Educational Conflict of Interest Policy*
- *Medical Student Exposure to Infectious and Environmental Health Policy*
- *Pre-Clerkship and Clerkship Absence Policy*

VII. RELATED LINKS:

- *LCME Standards, Publications, & Notification Forms*

VIII. POLICY HISTORY:

Review Dates:	Change Description:
12/7/22	New policy. Reviewed by the Pre-Clerkship Phase Subcommittee (11/17/2022) and Clerkship Phase Subcommittee (12/7/2022). Approved by the EPCC on 12/7/22.
9/24/24	Reviewed by the Pre-Clerkship Phase Subcommittee (9/23/24) and Clerkship Phase Subcommittee (8/26/24). Approved by the EPCC on 9/24/24.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.