

**Policy: Preparation of Residents and Fellows as Non-Faculty
Instructors**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
March 14, 2025		<ul style="list-style-type: none"> Curriculum Committee

POLICY STATEMENT

- This policy addresses LCME standards related to preparation of resident and postdoctoral fellows for their roles in supervising or teaching medical students in the medical education program. It provides for the central monitoring of participation in activities to prepare residents and fellows as teachers. This policy sets minimum standards for accomplishment of the preparation training within HWCOM clerkships. No residents, graduate students, or other non-faculty instructors teach in the pre-clerkship phase of our curriculum.
- In order to be adequately prepared, all residents and fellows who teach or supervise HWCOM medical students must be oriented to:
 - HWCOM Educational Program Objectives.
 - HWCOM course level learning objectives (and/or required clinical experiences of the course/clerkship/rotation in which they are teaching medical students.
 - HWCOM Policy on the supervision of medical students.
 - HWCOM Policy and procedures related to student mistreatment.
 - HWCOM Policy on student duty hours.
 - HWCOM procedures for occupational exposures/injuries affecting students.
- Residents and fellows will be oriented to these requirements through participation in required training (either in-person or online).
- This information will be made available to residents and fellow at all times online.
- Central Monitoring:
Completion of such activities will be monitored by the Office of Professional Development.

SCOPE

Residents and postdoctoral fellows responsible for supervising or teaching medical students in the Core Clerkship and Advanced Practice phases of the HWCOM program.

REASON FOR POLICY

This policy relates to LCME Standard 9.1, Preparation of Resident and Non-Faculty Instructors, which asks that: "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."

To ensure appropriate preparation of residents and postdoctoral fellows for their role of supervising or teaching medical students.

DEFINITIONS

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RESPONSIBLE PARTIES

Office of Professional Development

RELATED RESOURCES

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

CONTACTS

Questions about this procedure should be directed towards the Associate Dean for Professional Development, Office of Professional Development.

POLICY HISTORY
<p>Initial Effective Date: March 14, 2025</p> <p>Review Dates (<i>review performed, no updates</i>):</p> <p>Revision Dates (<i>updates made to document</i>):</p> <p>Comments on Revision (<i>if applicable</i>):</p>

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PROCEDURE STATEMENT
