Title/Subject: Preparation of Residents and Non-Faculty Instructors

Applies to: ☒ residents and other non-faculty instructors

Authority: Curriculum Committee
Policy/Process POC: Assistant Dean of GME, Director of Faculty Development
Effective Date: April 5, 2018
Review/Revision Schedule: Annually
Indexed as: residents, non-faculty instructors, onboarding

• Introduction
  o Reason for the Policy/Process: The Texas A&M College of Medicine believes that all instructors of required courses and clinical clerkships, whether they are faculty or non-faculty, should be prepared for their roles in teaching and assessment.

  LCME Standard 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.

  o Scope: This policy applies to all residents and non-faculty instructors who have instructional and/or supervision roles with students.

• Policy/Process Statement: All residents and other non-faculty instructors - including but not limited to graduate students, postdoctoral fellows, or other non-physician members of the health care team - engaged in teaching and/or supervision of medical students within required courses and clinical clerkships must receive an overview of the relevant COM program objectives, the course or clerkship objectives, and any COM or clerkship policies annually via the Preparation for Teaching Module (course specific).

  Residents and non-faculty instructors should also be provided with the basics in clinical teaching as well as practical suggestions for effectively and efficiently teaching medical students. Pertinent faculty development sessions in clinical teaching and assessment will be identified and will be delivered by the Texas A&M Office of Faculty Development, the residency program, and/or the sponsoring institution.

• Responsibilities
Regional Campus Deans in collaboration with Course Directors will identify residents and other non-faculty instructors engaged in medical student education and will collectively ensure compliance with this policy.

The Office of Faculty Development will annually deliver on-demand in-person or online educational programs designed to develop clinical teaching competencies among non-faculty instructors. The Office of Faculty Development will also review and approve such programs developed and implemented within local health systems for any affiliated residency programs not sponsored by the Texas A&M College of Medicine which may adequately satisfy the intent of this policy.

Course Directors are responsible for ensuring non-faculty instructors are properly identified prior to the start of...
each academic year and that appropriate course materials are updated and made available to all individuals involved in delivering the course’s curriculum including non-faculty instructors. Course Directors should also work with the Office of Faculty Development to develop clinical teaching instructional materials to address any unique needs of the course or clerkship, as necessary.

The Office of Evaluation and Assessment will assist Course Directors in assessing the quality and effectiveness of medical student education provided by non-faculty instructors and will assist the Office of Faculty Development in developing and/or refining these educational offerings to address any identified deficiencies. Data provided by medical students will be included in the assessment process.

- **Procedures:**
  The Office of Faculty Development will make available both in-person and online educational programs which address non-faculty instructor teaching and assessment skills and related responsibilities. These programs will be updated no later than June 1 of each year and made available for all non-faculty instructors. Educational programs developed by local health systems for delivery to residents and other non-faculty instructors should be sent to the Office of Faculty Development for approval by July 1 of each year.

  Course Directors and Regional Campus Deans will identify all non-faculty instructors providing medical student education within required courses and clinical clerkships no later than July 1 of each year. No later than July 1 of each year, Course Directors will distribute to these non-faculty instructors the goals and objectives for their respective courses.

  Course Directors and/or Regional Campus Deans will certify compliance with this policy by September 1 of each year to the Office of Faculty Development. This certification will attest that all non-faculty instructors have received the required course or clerkship goals and objectives and have received education and/or orientation which prepares them for their roles in teaching and assessing medical students via an approved format and curriculum.

  Verification of non-faculty instructor completion of required education and/or orientation to their roles in teaching and assessment will be maintained via sign-in sheets obtained at the conclusion of such educational activities or through the College of Medicine’s online learning management system. Such records will be retained by the Office of Faculty Development.

  Official compliance with this policy will be reported annually to the College of Medicine Curriculum Committee at its most recent meeting following September 1 of each year. Non-faculty instructors who have not received the required materials and education/orientation outlined within this policy by September 1 of each year may not provide direct education to or supervision of College of Medicine students until their individual compliance is achieved.

- **Compliance:** Residents and other non-faculty instructors who do not attest that they have completed the online Preparation for Teaching Module will not instruct nor supervise students until such has been completed.

- **Related Policies, Processes, and Guidelines:** Preparation of Faculty Instructors Policy

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<td>April 5, 2018</td>
<td>Curriculum Committee</td>
<td>New policy</td>
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