

SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY

POLICY AND PROCEDURE

DEPARTMENT:	College of Medicine
EFFECTS:	<input type="checkbox"/> School of Health Related Professions <input type="checkbox"/> School of Graduate Studies <input checked="" type="checkbox"/> College of Medicine <input type="checkbox"/> College of Nursing <input type="checkbox"/> School of Public Health
SUBJECT AND KEY WORDS:	non-faculty instructors, residents, supervising, teaching
PREPARED BY:	Associate Director of Clinical Skills
REVIEWED BY:	Office of Education Leadership Team Associate Dean for Graduate Medical Education and Affiliations, and Designated Institutional Official
APPROVED BY:	Dean's Council for Education
APPROVAL DATE:	June 16, 2020
DISTRIBUTION:	Handbook, Policy Website

Purpose

1. LCME Element 9.1 requires non-faculty instructors (generally residents, fellows, MD-PhD students in their research years) to receive training and orientation in teaching and instruction, curricular goals, objectives, required clinical encounters, and assessments.
2. The Office of Education, in conjunction with the Curriculum Evaluation Committee, will provide centralized monitoring of non-faculty instructor teaching and assessments.

Policy

1. Prior to supervising, teaching, and assessing SUNY Downstate Health Sciences University medical students, all residents and non-faculty instructors must receive:
 - The relevant course/clerkship learning objectives from the clerkship directors of the department;
 - The course/clerkship specific expectations, including required clinical encounters from the clerkship directors of the department; and
 - An orientation provided by the Office of Graduate Medical Education regarding residents and non-faculty instructors' roles in teaching and assessment.
2. Directors of courses in the required curriculum (Clerkships, required Fourth-Year courses) who wish to use credentialed non-faculty instructors are required to provide training for them in teaching the sessions to which they are assigned.
 - Such training must occur in scheduled sessions where attendance is taken. Course Directors are required to document such training.

Policy on use of non-faculty instructors in clerkships and advanced clinical year courses

- Non-faculty instructors, as part of training, must be informed of the curricular goals and learning objectives that are expected to be addressed in the sessions they will teach.
- Residents and fellows with academic appointments shall participate in non-faculty training except Residents and fellows with a rank of Assistant Professor.
- For the purpose of this requirement, “sessions” includes the patient-care continuum in clerkships and required Fourth-Year clinical courses, for which residents and fellows need to be trained to teach medical students. Such training must occur and shall be documented annually.

Policy Procedure

1. The teaching orientation/credentialing will be implemented as determined by the Associate Dean for Clinical Medicine. If there are different training requirements for instructors with different roles (e.g., clinical vs. classroom education), then credentials will be differentiated or endorsed appropriately.
2. Clerkship Directors within each department attest that their own residents are familiar with and have received a copy of the clerkship objectives. Clerkship Directors and program directors or their designee will review clerkship-specific objectives and expectations and orient new and established residents to their roles as teachers annually. Resources to enhance resident teaching shall be sent at least annually.
3. Course Directors will identify all situations in which non-faculty instructors will teach in their courses, and the identities of such instructors, at the beginning of each course, or, for the clinical continuum in a clerkship, at the beginning of the academic year, using a form (Appendix A)¹ provided by the Office of Medical Education. Course Directors are responsible for amending this form if there are changes in the use of such instructors.
4. At the end of the academic year (for a clerkship), the Office of Education will supply a report listing all course instructors and their sessions according to the curricular database. Clerkship and Fourth Year Course Directors will check the latest version of the contact reporting form described in #3, above, against this report and their own records, and submit a final version of the report.
5. At the end of the course, or academic year (for a clerkship), Course Directors will also submit reports of all training sessions for non-faculty instructors, including attendance rosters, using a form provided by the Office of Medical Education. (Appendix B)²
6. During its annual review of each course, the Curriculum Evaluation Committee will examine the provided documentation and report on compliance with this policy to the Dean’s Council for Education.

¹ SUNY Downstate team – the form for use by Course Directors was not included in the materials posted to Share Point/One Drive. We are happy to review the form if it is available.

² The end of the year form is also absent from the materials provided.