

**SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY  
POLICY AND PROCEDURE**

<b>DEPARTMENT:</b>	<b>College of Medicine</b>
<b>EFFECTS:</b>	<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
<b>SUBJECT AND KEY WORDS:</b>	<b>Non Faculty Instructors in Foundations</b>
<b>PREPARED BY:</b>	<b>Associate Dean for Educational Development</b>
<b>REVIEWED BY:</b>	<b>Office of Education Leadership Team</b>
<b>APPROVED BY:</b>	<b>Dean's Council for Education</b>
<b>APPROVAL DATE:</b>	<b>June 16, 2020</b>
<b>DISTRIBUTION:</b>	<b>Handbook, Policy Website, Clerkship Manuals</b>

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**Purpose**

1. LCME Element 9.1 requires non-faculty instructors (generally residents, fellows, M.D.-Ph.D. students in their research years, and near-peer instructors) to receive training and orientation in teaching and instruction, curricular goals, objectives, and assessments.
2. The dual identity (student vs. instructor) of near-peer instructors creates potential for conflicts of interest in grading. The purpose of this policy is to ensure non-faculty instructors receive instruction and training and avoid any conflicts of interests.
3. The Office of Education, in conjunction with the Curriculum Evaluation Committee, will provide centralized monitoring of non-faculty instructor teaching and assessments.

**Policy**

1. The Office of Education provides orientation to teaching and to the SUNY Downstate curriculum. Credentials are extended to non-faculty instructors to teach in the Foundations of Medicine curriculum only if they have successfully completed the required training.
2. Unit directors who wish to use credentialed non-faculty instructors are required to provide training to the instructors in teaching the sessions to which they are assigned.
  - a. Session training must occur for activities for which attendance is taken. Course Directors are required to document such training.

## DRAFT Policy on use of non-faculty instructors in Foundations of Medicine

- b. 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.
  - c. Residents and fellows with academic appointments shall participate in non-faculty training except Residents and fellows with a rank of Assistant Professor.
  - d. Such training must occur and shall be documented for each annual offering of a session.
3. To avoid conflicts of interest, near-peer instructors may not serve in roles that include summative assessment, e.g., PBL facilitation.

### **Implementation Method**

1. Teaching orientation/credentialing shall be implemented as determined by the Associate Dean for Educational Development.
2. Waivers of the credentialing requirement may be provided for residents and fellows who have received equivalent orientation in their training programs.
3. Unit directors must identify all non-faculty instructors teaching in their units and report them to the Office of Education using a form provided for the purpose.
4. Unit directors will document session instructor training in their units, flagging non-faculty instructors, using a form provided for the purpose.
5. 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.