



Policy Title

Preparation of Resident and Non-Faculty Instructors

Identifier

USCSOMG – ACAF – 3.09

Prepared by: Office for Academic Affairs	
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LCME Standards

9.1 – Preparation of Resident and Non-Faculty Instructors

Scope

Residents, graduate students, postdoctoral fellows, and other non-faculty instructors in the medical education program who supervise or teach medical students

Policy Statement

Residents, graduate students, postdoctoral fellows, and other non-faculty instructors in the medical education program must participate in described trainings prior to supervising or teaching medical students. Course and Clerkship Directors are responsible for ensuring that all residents and non-faculty instructors receive the relevant course/clerkship learning objectives, the list of required clinical encounters, and are orientated to their roles in teaching and assessment prior to supervising, teaching, and assessing medical students.

Reason for Policy

The LCME expects that 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.

Definitions

NA

Procedures

Prior to supervising, teaching and assessing USC School of Medicine Greenville students, residents and non-faculty instructor must:

- Attend the graduate medical education orientation conducted by the Associate Dean for Medical Education for all incoming residents
- Receive and review the course/clerkship specific learning objectives, medical school policies, and expectations regarding supervising, teaching, and assessing medical students annually. This is distributed as Computer Based Training (CBT) through the health system partner.
- Participate in department-specific training opportunities regarding effective supervision, teaching, and assessment in medical education at least annually, preferably at more frequent intervals

Monitoring

Attendance at the new resident orientation is centrally monitored by the Office of Graduate Medical Education (GME) and the Office for Medical Education.

Distribution and completion of the CBT is centrally monitored by the Office of Graduate Medical Education and the Office for Medical Education to ensure that effective and efficient delivery of this information is accomplished and centrally monitored.

The Assistant Dean for Clerkship and Post Clerkship Education and the Associate Dean for Medical Education provide oversight for the Clerkship Directors. The Clerkship Directors are delegated the responsibility for ensuring that residents receive clerkship learning objectives and the required clinical encounters for each medical student.

Documentation of resident participation in department specific training opportunities regarding effective supervision, teaching, and assessment in medical education is managed by the Office of Graduate Medical Education, with a report to the Office for Medical Education on an annual basis.

Sanctions

Repeated lapses by an individual or multiple lapses of resident training across a clinical department are brought to the attention of the Associate Dean for Medical Education who is responsible for meeting with the Vice Chair for Academics and/or the Chair of the Department. The Department Chair is responsible for any intervention, remediation, or staffing changes necessary to correct the situation.

Additional Contacts

Office for Medical Education

Related Information

NA

History

Date of Change	Change
March 2025	CBT completion report does not require review from Curriculum Committee. This will be centrally monitored by the Office of Medical Education. Clerkship Directors are responsible for ensuring awareness of clerkship learning objectives and the list of required clinical encounters.
July 2020	Policy formalized into standardized template, LCME CQI

