Policy Title
Preparation of Resident and Non-Faculty Instructors

Identifier
UofSCSOMG – ACAF – 3.09

Prepared by: Office for Academic Affairs
Reviewed by: Curriculum Committee
Approved by: UofSCSOMG Policy Committee

Review Date: 10/08/2020
Approval Date: 10/13/2020
Effective Date: 10/13/2020

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 meet the requirements of this policy 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 UofSC School of Medicine Greenville students, residents and non-faculty instructor must:

- Attend the graduate medical education orientation conducted by the Associate Dean for Curriculum 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 graduate medical education orientation is centrally monitored by the Office of Graduate Medical Education and the Office for Academic Affairs with a report going on an annual basis to the Curriculum Committee.
- Distribution and completion of the Computer Based Training (CBT) is centrally monitored by the Office for Academic Affairs with a report going on an annual basis to the Curriculum Committee.
- Course and Clerkship Directors must document that all residents have participated in department-specific training opportunities regarding effective supervision, teaching, and assessment in medical education, with a report to the Office for Academic Affairs going on an annual basis to the Curriculum Committee.

**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 Curriculum 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 Academic Affairs

**Related Information**

NA

**History**

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<th>Date of Change</th>
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<tr>
<td>July 2020</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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