



Policy Title: Preparation of Resident & Non-Faculty Instructors

Accountable Dean(s) or Director(s):

Associate Dean for Medical Education & Academic Affairs
Assistant Dean for Basic Science Education
Assistant Dean for Clinical Education
Associate Dean, Graduate Medical Education

Reviewed By:

Phase I & Phase II Curriculum Subcommittees
T3/4 Curriculum Subcommittee
Graduate Medical Education Committee (GMEC)

Approval Body:

Curriculum Committee (CC)

RELEVANT LCME STANDARD:

9.1 Preparation of Resident & Non-Faculty Instructors

POLICY STATEMENT:

The LCME states: 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.

POLICY:

Prior to teaching and/or supervising Tulane medical students:

- Medical students and graduate students involved in teaching must participate in an orientation or training session to prepare them for their roles. Compliance is tracked by the individual program/course and shared with the Office of Medical Education on an annual basis.
- Incoming Tulane residents and fellows must complete AMA training modules in preparation for their roles in teaching and assessment. This training occurs annually. Compliance is tracked by the GME Office and shared with the Office of Medical Education on an annual basis.
- In addition to the aforementioned GME training for Tulane residents, all residents who supervise and teach medical students on required clerkships (regardless of their sponsoring institutional affiliation) must attest to receipt and review of the educational materials listed below on an annual basis. Compliance is tracked by the Office of Medical Education.

- Tulane School of Medicine Institutional Program Objectives
- Clerkship Specific Learning Objectives
- Clerkship Specific Required Clinical Experiences
- Professional Attributes of Physicians
- Clinical Supervision of Medical Students Policy
- Duty Hours Policy
- Student-Trainee Mistreatment Policy
- Faculty Development: Feedback Video
- Assessment: Student Performance Evaluation Form
- Instructions on how to access and review individual feedback regarding their teaching skills.

LAST REVIEW DATE/APPROVAL:

Curriculum Committee (CC): 09/06/23

REVIEW CYCLE:

Every 3 years