Appendix 9.1.1 Policy on Resident and Fellow Preparation for Teaching

Whole Health School of Medicine

Policy on Resident and Fellow Preparation for Teaching

I. POLICY
In order to be adequately prepared, all residents and fellows who teach or supervise WHSOM medical students must be familiar with the following:

Overall medical student program objectives (WHSOM Educational Objectives).
Key policies related to working with and supervising students (e.g., Policy on Mistreatment and Harassment).
The particular learning objectives of the course, clerkship, acting internship or elective in which they are teaching medical students.

Residents and fellows must also be provided with general instruction on teaching medical students.

Resident and fellow familiarity with objectives and policies and general preparation for teaching is accomplished through participation in required training, either in-person or using an alternative lesson such as a prescribed online module.

The Procedure on Resident and Fellow Preparation for Teaching describes the specific required preparatory training activities and the mechanism for monitoring participation in the required training.

At the start of each academic year, all residents and fellows that work with WHSOM medical students, regardless of their sponsoring institutional affiliation, are required to provide an attestation of receiving and reviewing the students’ educational requirements, learning objectives, and pertinent medical school policies.

Records of completion of this required training will be maintained at the Office of Medical Education.

II. PURPOSE
Residents and fellows are critical contributors to medical student clinical learning. This policy codifies the requirement that residents and fellows who teach or supervise medical students receive appropriate training.

III. SCOPE
This policy applies to:
• Residents
• Fellows

IV. POLICY AUTHOR(S)
• Office of Medical Education
V. RELATED POLICIES AND PROCEDURES
• Procedure on Resident and Fellow Preparation for Teaching

VI. REFERENCES
LCME Element 9.1: Preparation of Resident and Non-Faculty Instructors.
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.

VII. APPROVALS
Dean, School of Medicine

Procedure on Resident and Fellow Preparation for Teaching
The following procedure describes the minimum training and recording keeping that will occur. Individual departments and programs may provide additional resident as teacher training.

Incoming Trainees
All incoming residents and fellows that work with WHSOM medical students are required to attend in-person training during their initial orientation. These in-person training sessions include topics related to adult learning, patient presentations, microteaching skills, and giving feedback. The training also includes a review of:

- Overall medical student program objectives (WHSOM Educational Objectives).
- Key policies related to working with and supervising students (e.g., Policy on Mistreatment and Harassment; Policy on Duty Hours; Policy on Clinical Supervision).
- The particular learning objectives and required clinical encounters of the course, clerkship, acting internship or elective in which they are teaching medical students.

At the training session, trainees will be provided with a copy of the resident as teacher handbook that is relevant to the clerkship(s) in which they may supervise a medical student. These handbooks contain copies of the policies and educational objectives described above, plus a copy of the educational objectives of the specific clerkship.
Participation must be recorded and records must be submitted to the Office of Medical Education. Programs may opt to have trainees record their participation using the online system or on paper forms that are transcribed into an electronic roster for submission to the Office of Medical Education.

**New Cohorts of Trainees**
From time to time, a new cohort of trainees may become involved in supervising medical students. This may occur when a new affiliate site is recruited. WHSOM education leaders may conduct off-cycle resident as teacher training at a new site at any time of year to facilitate resident preparation for their roles as teachers.

**Continuing Trainees**
All continuing residents and fellows that work with WHSOM medical students will be provided with a link to download an up to date copy of the clerkship handbook(s) for the clerkships where they supervise medical students. They must also view a video module that addresses key items that are currently being emphasized. The online system will record the module completion and handbook download, providing an electronic record that these activities have been completed.

**Central Record Keeping and Compliance**
The Office of Medical Education will collect the annual training rosters and will coordinate efforts with specific programs to assure that all trainees at all sites complete the required training and receive the key annual information updates. The Office of Medical Education will provide an annual report on resident as teacher training during late summer. The report will be distributed to the Curriculum Committee, Vice Dean for Education, and CQI Office.

The Office of Medical Education staff will be assisted by the Assistant Dean for Clinical Education and Vice Dean for Education if there are difficulties with timely completion of required training or with submission of completion data from sites.