



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Preparation of Resident and Non-Faculty Instructors / MSEC-0617-18

Policy Owner: Ramsey McGowen, PhD / MSEC Chair (2013-2019); Ivy Click, EdD / MSEC Chair (2020-)	
Committees, Departments, or Individuals Responsible for Implementation: Course/Clerkship and/or Residency Program Directors	
Original Approval Date/ By: Ramsey McGowen, PhD / MSEC Chair	Effective Date: 8/17/2021
Most Recent Revision Date: 9/11/2025	Policy Advisory Committee Review Date: 9/11/2025
Date of Next Review: 9/11/2028 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) Policy Statement:

This policy addresses LCME standards related to preparation of resident, graduate students, postdoctoral fellows, and other non-faculty instructors for their role of supervising or teaching medical students in the medical education program. It provides for the central monitoring of participation in activities to prepare non-faculty instructors as teachers. This policy sets minimum standards for accomplishment of the preparation training within College of Medicine courses and/or clerkships.

(B) Purpose of Policy:

To ensure appropriate preparation of residents, graduate students, postdoctoral fellows, and other non-faculty instructors for their role of supervising or teaching medical students.

This policy addresses LCME Element 9.1 Preparation of Resident and Non-Faculty Instructors.

(C) Scope of Policy (applies to):

Residents, graduate students, postdoctoral fellows, and other non-faculty instructors responsible for supervising or teaching medical students in the ETSU College of Medicine program.

(D) Policy Activities:

Resident Instructors in Courses, Clerkships, Selectives, and Clinical Electives

Once a year, at minimum, a teaching preparedness session is to be held by the course director(s), clerkship director(s) and/or residency program directors for the resident instructors in the medical education program who supervise or teach medical students in their course, clerkship, selective, or elective.

The following should be included, at a minimum, in the session:

- Quillen College of Medicine Institutional Educational Objectives
- Clerkship Objectives, syllabus, assessment forms/ EPA's, duty hours, and student honor system.
- Patient encounter and procedure log requirements
- Clinical Expectations of students
- Professional expectations of students including the review of the Professionalism form and reporting process
- Medical Student Mistreatment policy and procedures
- How to prevent mistreatment and report if observed
- Role of resident in student assessment
- Standards of Conduct between those involved in the medical education program and students, no dual relationships

- Teaching and assessment skills development
- Infectious Diseases and Environmental Hazards Education and Exposure
- Medical student access to health care services

Graduate Students/Postdoctoral Fellows/Non-Faculty Instructors

- Prior to first delivery of instruction for the course(s) and/or clerkship(s) of an academic year, the course director(s) and/or clerkship director(s) shall deliver a combination of COM/course/clerkship information/policies relevant to the educational activity. The information will inform and guide non-faculty instructors who supervise or teach medical students in courses and/or clerkships.

Central Monitoring

The faculty member responsible for Resident instruction preparation will submit annually a signed report to the Office of Academic Affairs to include:

- Date and length (hours) of the Preparedness and Informational session(s)
- Topics covered in session(s)
- Attendee names and titles
- Plan for makeup session(s) of those unable to attend

The faculty member responsible for Graduate Students/Postdoctoral Fellows/Non-Faculty Instructor's instruction preparation will identify delivery of relevant course information in the annual self-study review of the course.

Attendees to include residents, graduate students, postdoctoral fellows, and other non-faculty instructors who supervise or teach medical students in the ETSU College of Medicine program.