



<b>UT Health Science Center:</b> <b>COM109 Orientation of Resident and Non-Faculty Instructors in the Pre-Clerkship Phase - COM Medical Education</b>	
<b>Version 2</b>	<b>Publication Date: 04/24/2023</b>

<b>No./Title:</b> COM109/Orientation of Resident and Non-Faculty Instructors in the pre-Clerkship Phase	<b>Resp. Office:</b> Medical Education <b>Approval Body:</b> CUME	<b>Effective Date:</b> 02/17/20
<b>Category:</b> COM/UME	<b>Last Review:</b> 04/17/2023	<b>Next Review:</b> 04/17/2026
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<b>Related Policy:</b> N/A		

## POLICY

It is the policy of the University of Tennessee Health Science Center (UTHSC) College of Medicine (COM) to ensure 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 will provide resources to enhance residents' and non-faculty instructors' teaching and assessment skills, and will provide central monitoring of their participation in those opportunities.

## RATIONALE AND PROCEDURE

1. Course orientation and provision of learning objectives
  - a) It will be the responsibility of the pre-clerkship course/module director to provide resident and non-faculty instructors with an orientation to the overall goals and learning objectives of their respective course, and with the learning objectives specific to the part of the course in which they participate. This information can be distributed via email, virtually (e.g. Zoom), or during an in-person meeting.
  - b) Distribution of the orientation materials, and the provision of learning objectives, will be documented by the course director using the appended form.
  - c) Documentation will be provided to the Senior Assistant Dean for the Basic Science Curriculum or their designee annually, or each time the course or module is offered.
  - d) Compliance with this policy will be monitored by the Senior Assistant Dean for the Basic Science Curriculum and reported to the Course and Module Directors Curriculum Subcommittee (CMDCS).
2. Residents as teachers
  - a) Residents serving as instructors in the pre-clerkship curriculum will be required to undergo institutional training as educators as required by their respective residency programs.

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- b) Compliance with this policy is monitored and documented by the Teaching and Learning Center and results are sent to the residency program directors and the Senior Assistant Dean for the Clinical Science Curriculum and Associate Dean for Medical Education.

### **APPROVAL HISTORY**

Effective: 2/17/2020

Revised: 4/17/2023

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**COM109 Appendix**

**Orientation of Resident and Non-Faculty Instructors in the Pre-Clerkship Phase**

Course number:

Course name:

Course/Module Director:

Term:

Date of Orientation:

Description of Orientation session:

Name and Title	Signature	Date
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