

Policy Title: Resident (and non-faculty instructors) Orientation to Clinical Teaching

Policy Number (relate to LCME Element as applicable): UCF COM Policy 9.1.1

Applies to: All residents (and non-faculty instructors) teaching medical students in the M.D. educational program at the University of Central Florida College of Medicine (UCF COM).

Date: 9/23/2016

1.0 Purpose:

This policy relates to LCME Element 9.1, which states: "... 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."

2.0 Policy Statement:

The purpose of this policy is to ensure that all residents (and non-faculty instructors) that are responsible for supervising and training UCF COM medical students are familiar with UCF COM program objectives and relevant clerkship/module objectives. All residents (and non-faculty instructors) will receive an orientation to the program objectives and objectives for the clerkship/module they are supervising and/or training UCF COM medical students. Additional pertinent Faculty Development sessions and/or online modules in clinical teaching will be identified and delivered at the request of clerkship/program leadership. Annually, an orientation will be provided once a year, to account for program changes and new instructors.

3.0 Definitions:

Face-to-face orientation: This session provides an overview of the respective clerkship, clerkship objectives, educational program objectives and general expectations for residents as teachers.

Online orientation: The online orientation mirrors the content provided in the face-to-face orientation.

4.0 Responsibilities:

All residents (and non-faculty instructors) will be responsible for participating in a face-to-face orientation or completing the online orientation module. Residents not present during the face-to-face clerkship orientation are responsible for completing the online module.

5.0 Monitoring Procedures:

- A face-to-face or online orientation will be scheduled in September of every year.
- Participation will be tracked during face-to-face session; absent residents will be e-mailed the online orientation to complete.
- Online participation will be tracked through a feedback survey at the end of the module.
- Residents completing the online orientation will have two-weeks to complete the module. Faculty Development will send reminders to Residents that do not complete the orientation within the two-week time period. Faculty Development will inform the program director and clerkship/module director if the resident has not completed the module two-weeks after the reminder was sent out. Resident's supervisory privileges will be withheld until the orientation is completed. Oversight of supervisory privileges will be maintained by the program director, clerkship/module Director and site director (where applicable).

- Faculty Development will log annual participation in the Resident Participation Tracker.

6.0 Related Policies:

None

7.0 Key Search Words:

Resident as teacher	Orientation	Program objectives
Clerkship objectives	Core clerkships	Clinical teaching

8.0 Revision History:

Version	Date Approved	Modifications
V1	10/21/2016	Original

9.0 References:

Online orientation module: <http://edtech.med.ucf.edu/files/faculty-development/clerkship16-17/story.html>

Responsible Office: Associate Dean, Faculty and Academic Affairs

Policy Contact: Faculty Development

Supersedes: None