

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

Policy Number (relate to LCME Element as applicable): UCF COM Policy 9.1.2

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: 09/26/2025

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:

This policy aims to ensure that all residents and non-faculty instructors responsible for supervising and training UCF COM medical students are well-informed about the UCF COM program objectives, as well as the specific objectives of the relevant clerkships or modules. These individuals will receive an orientation covering both the overall program goals and the specific expectations for the clerkship or module in which they are involved.

Additionally, relevant Continuous Professional Learning (CPL) sessions and/or online clinical teaching modules will be made available, as identified by clerkship or program leadership. To accommodate new instructors and any updates to the program, a comprehensive orientation will be provided annually.

3.0 Definitions:

Online orientation: refers to the structured, web-based program designed to introduce residents and non-faculty instructors to program objectives, clerkship objectives, policies, clinical teaching strategies and grading protocol.

4.0 Responsibilities:

All residents (and non-faculty instructors) will be responsible for completing the online orientation module. Completion is tracked by the Continuous Professional Learning team.

5.0 Monitoring Procedures:

- The Continuous Professional Learning team will send an email to all residents recognizing their important role in teaching medical students and thanking them for their service and support of the curriculum. The email will also include the requirement deadline (typically mid-August).
- Three weeks later, the Continuous Professional Learning team will send a reminder email to all residents who have not completed the training.
- If the training is still not completed after the reminder email, the residency program leadership and coordinators will be notified to seek their help with a 3-week deadline.
- Finally, a list of non-compliant residents/fellows will be given to the Program Directors, Coordinators, DIO and division leaders for action (in previous years the non-compliant residents would be taken off the service).
- The Continuous Professional Learning Office 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
V2	9/26/2025	Updated information

9.0 References:

Online orientation module: [Preceptor Orientation Modules - Continuous Professional Development](#)

Responsible Office: Associate Dean, Faculty and Academic Affairs

Policy Contact: Continuous Professional Learning Office

Supersedes: V1