

## Preparation for Residents and Non-faculty Instructors Supervising, Teaching or Assessing Medical Students

<b>Office of Accountability:</b>	Associate Dean, MD Program
<b>Office of Administrative Responsibility:</b>	MD Program
<b>Approver:</b>	MD Curriculum & Program Committee
<b>Scope:</b>	Compliance with this MD Program policy extends to all members of the Undergraduate Medical Education community.

### **Overview**

This policy provides for the supervision of medical students on clerkship rotations. Clinical supervision is fundamental to safeguarding standards, professional expertise and the delivery of quality care.

This policy addresses the **Committee on the Accreditation of Canadian Medical Schools (CACMS)** element 9.1 Preparation of Resident and Non-Faculty Instructors:

In a medical school, residents, graduate students, postdoctoral fellows, and other non-faculty instructors who supervise, teach or assess medical students are familiar with the learning objectives of the required learning experience in which they participate and are prepared for their roles in teaching and assessment. The medical school provides resources to enhance and improve residents teaching and assessment skills, with central monitoring of their participation in those opportunities provided.

### **Purpose**

Supervision is a formal process of professional support and learning which enables medical students to develop knowledge and competence, assume supervised responsibility and enhance patient safety in complex clinical situations. To ensure patient safety and medical student safety, the three main functions of supervision are to educate, support and evaluate the medical student.

The Faculty of Medicine & Dentistry is committed to these principles and has developed this policy which outlines the standards for preparation of residents and non-faculty members for their roles in teaching and assessment.



The MD Program, through its course and clerkship coordinators, ensures that the residents and non-faculty instructors are familiar with the learning objectives of the required learning experience in which they participate and are prepared for their roles in teaching and assessment.

## **Policy**

*The Faculty of Medicine & Dentistry shall:*

- i. support clinical supervision in clinical settings as an integral part of patient care;
- ii. ensure that residents who supervise medical students are licensed by the College of Physicians and Surgeons of Alberta;
- iii. ensure that non-faculty instructors have a reasonable understanding and a letter outlining their roles and responsibilities;
- iv. provide training and instruction which covers policies on harassment, duty to accommodate, student advocacy and wellbeing;
- v. provide instruction on completing assessments in a timely manner according to guidelines issued by the MD Program;
- vi. provide training and instruction on confidentiality. This includes acknowledging that a medical student must feel safe that any issues reflected upon will be shared in confidence but there are circumstances where confidentiality does not apply. Examples include concern for medical student well-being (contact with Office of Advocacy and Wellbeing, itself a confidential service); concern for possible illegal activity; concern for unsafe or unethical practice;
- vii. provide residents and non-faculty instructors, via clerkship coordinators and Cally, learning objectives and methods of assessment for residents for the required learning experience they are participating in.

Residents receive training about teaching through their departments and Postgraduate Medical Education, PGME. The MD Program works with PGME to coordinate training using an online module. Family Medicine residents attend four small group teaching sessions supervised by a faculty coach in lieu of online training.

The MD Program identifies non-faculty instructors and provides them with access to an online teaching training module that must be completed prior to participation in teaching medical students. Clerkship coordinators provide non-faculty instructors with learning objectives and methods of assessment for the required learning experiences they are participating in.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

Cally	MD Program's program delivery system used by staff, faculty and students.
-------	---



Required learning experience	An educational unit (e.g., teaching session, course, block, clerkship rotation or longitudinal integrated clerkship) that is required of a student in order to complete the medical education program. These educational units are usually associated with a university course code and appear on the student's transcript.
------------------------------	---

## **RELATED LINKS**

<a href="#">Committee on Accreditation of Canadian Medical Schools (CACMS)</a>
<a href="#">Discrimination, Harassment and Duty to Accommodate Policy</a>
<a href="#">Office of Advocacy and Wellbeing</a>
<a href="#">Office of Professionalism</a>
<a href="#">College of Physicians and Surgeons of Alberta Standards of Practice</a>

## **APPROVAL HISTORY**

Approver	Status	Date
MD Curriculum & Program Committee	Approved	March 9, 2017
Dr. Tracey Hillier, Associate Dean, MD Program	Minor editing changes to correct formatting	30 May 2020
MD Curriculum & Program Committee (MDCPC)	Approved	19 May 2022
Associate Dean, MD Program	Minor editorial change to replace the word MedSIS with Cally in vii. of the policy to reflect the new program delivery system.	8 July 2024