



Medical Education Program Policy

Policy Name:	Preparation of GME Trainees for Participation in UME				
Policy Domain:	Teaching	Refers to LCME Element(s):	9.1		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	9/19/2016	Date Last Reviewed:	
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	robin.dankovich@ttuhsc.edu		

1. **Policy Statement:** GME trainees (residents and fellows) who supervise or teach medical students shall be familiar with the learning objectives of the courses and/or clerkships in which they participate, and be prepared for their roles in teaching, supervision, and assessment. In addition, GME trainees will be provided with resources to enhance their skills in these areas.
2. **Reason for Policy:**
 - GME trainees frequently interact with medical students in multiple educational roles and settings.
 - The policy statement reflects an LCME accreditation imperative.
3. **Who Should Read this Policy:**
 - Clerkship directors, assistant directors, and coordinators
 - GME training program directors, assistant directors, and coordinators
 - Chairs of Departments sponsoring GME programs that participate in UME
4. **Resources:**
 - Office of Medical Education, officers and staff
 - Office of Graduate Medical Education, officers and staff
 - Year 3-4 and Clerkship coordinators
5. **Definitions:**
 - GME trainee: residents and fellows participating in PLFSOM affiliated graduate medical education programs.
 - UME participation: interacting with medical students as part of the undergraduate medical education program (specifically including the teaching, supervising, and assessing of medical students).



6. The Policy:

- In addition to institutional and school-level programs to generally prepare GME trainees for roles in teaching, supervision, and assessment of other trainees and students, all clinical departments with GME programs that interact with medical students (UME) shall develop a plan for the preparation of their GME trainees that is consistent with the policy statement above.
- These plans shall be:
 - Specific to the department's UME components and functions
 - Systematic – fulfilling all policy-related expectations on a regular and appropriate cycle
 - Centrally monitored
 - Applicable to all PLFSOM-affiliated GME trainees
 - Based on the attached template
 - Reviewed at least every four years, or as necessary due to changes in UME or GME administration, or due to concerns expressed by the department chair, clerkship director, GME program director, or the Office of Medical Education

7. Attachments: “Department Resident and Fellow Preparation Plan” template

Departmental Resident and Fellow Preparation Plan
for participation in PLFSOM UME

Department: _____

Date proposed: _____ Date CEPC approved: _____

	Description	Timing/cycle	Monitoring^
Process for verified distribution to all <u>current</u> residents and fellows of the following: <ul style="list-style-type: none"> • EPGOs* • Clerkship syllabus (Year 3, EM, or Neurology) • Selective syllabi (Critical care and/or Sub-Internship) 			
Process for verified distribution to all <u>incoming</u> residents and fellows of the following: <ul style="list-style-type: none"> • EPGOs* • Clerkship syllabus (Year 3, EM, or Neurology) • Selective syllabi (Critical care and/or Sub-Internship) 			
The department's system of <u>REQUIRED</u> resident and fellow preparation activities related to participation in the required UME elements (clerkships and selectives) sponsored by the department: <ul style="list-style-type: none"> • Specify who is required to participate (i.e., what group or subset of residents and fellows) • List each activity in a separate row below, add additional rows as necessary 			
Activity	Description	Timing/cycle	Monitoring^

Other ROUTINE AND SYSTEMATIC processes for disseminating clerkship session or activity-related learning objectives, instructions, and expectations:

- List each process in a separate row below, add additional rows as necessary

Process	Description	Timing, trigger, or cycle	Monitoring^

Any OPTIONAL OR SUPPLEMENTAL activities or resources provided to residents by the department to enhance their knowledge and abilities for participation in UME (specifying when and how often they occur, and who is eligible):

- Specify who is eligible (i.e., what type or subset of residents and fellows)
- List each process in a separate row below, add additional rows as necessary

Activity or resource	Description	Timing, trigger, or cycle	Monitoring

*EPGOs: PLFSOM Education Program Goals and Objectives (updated version published and distributed annually – also publically available through the PLFSOM online academic catalog)

^Fulfillment of required activities and processes must be monitored. In addition, alternative means of fulfillment of required activities and processes should be identified as relevant/necessary. Utilization of optional activities or resources should be monitored when possible.