



## Medical Education Program Policy

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|-------------------------------|---|-----------------------------------|--|----------------------------|--|
| <b>Policy Name:</b>           | Clinical Supervision of Medical Students                          |                                   |  |                            |  |
| <b>Policy Domain:</b>         | Teaching, supervision, assessment, and student and patient safety | <b>Refers to LCME Element(s):</b> | 9.3  |                            |  |
| <b>Approval Authority:</b>    | CEPC  | <b>Adopted:</b>                   | 3/6/2017   | <b>Date Last Reviewed:</b> |  |
| <b>Responsible Executive:</b> | Assistant Dean for Medical Education for Clinical Instruction     | <b>Date Last Revised:</b>         |  |                            |  |
| <b>Responsible Office:</b>    | Office of Medical Education                                       | <b>Contact:</b>                   | Mirjana Babic M.P.A.<br><a href="mailto:mbabic@ttuhsc.edu">mbabic@ttuhsc.edu</a> |                            |  |

1. Policy Statement: Students should be provided with appropriate levels of clinical supervision whenever present in actual clinical settings throughout their medical education. See also the related educational program policy titled “Educational Program Participation by Non-Faculty.”
2. Reason for Policy: This policy is intended to define the expectations for the supervision of medical students functioning in actual clinical settings.
3. Who Should Read this Policy:
  - All school of medicine faculty and TTUHSC El Paso affiliated personnel expected to supervise or work regularly with medical students in actual clinical settings.
  - All medical students
4. Resources: For questions related to this policy, please contact the Office of Medical Education
5. Definitions:
  - Supervisor:
    - Attending physician with a faculty appointment
    - Resident or fellow in a graduate medical education program sponsored by or affiliated with the Paul L. Foster School of Medicine
  - Levels of Supervision:
    - Direct: The supervisor is present in the same location as the learner, is able to provide direct instructions and feedback to the learner, and can take over patient care duties if necessary. Alternatively, a resident physician or another health professional acting within her/his scope of practice may provide direct supervision under the indirect supervision of an attending physician.



- Indirect: The supervisor is on duty, immediately available, and can be called to the location of the learner if necessary.
6. The Policy: A supervising physician will ensure that medical students are provided with opportunities to learn that are progressive and commensurate with the student's level of learning. The purpose of this policy is to describe the procedures that should be followed by supervising physicians to ensure that the school adheres to expectations that protect patient and student safety in accordance with LCME Element 9.3:

***A medical school ensures that medical students in clinical learning situations involving patient care are appropriately supervised at all times in order to ensure patient and student safety, that the level of responsibility delegated to the student is appropriate to his or her level of training, and that the activities supervised are within the scope of practice of the supervising health professional.***

Supervisor and/or course directors are responsible for ensuring that this policy is followed and that all individuals who interact with medical students are appropriately trained and credentialed for the associated patient care interaction and setting.

Expectations of Supervisors:

- a. Model professional behavior in interactions with patients, learners, staff and all other individuals in the health care team.
- b. Provide students with graded opportunities for learning that are commensurate with the learner's level of knowledge and technical skill and address specific learning objectives for the course.
- c. Ensure the student is appropriately supervised to ensure patient and student safety according to policies and procedures of the School of Medicine and of the medical facility.
- d. Ensure duty schedules permit availability of a supervising physician within a timeframe that is reasonable for the clinical setting. In situations where a supervisor may be off-site, a suitable supervising physician (including resident) must be available and be aware of this expectation.
- e. Ensure medical students are aware of expectations for their behavior and of the procedures or other tasks they are permitted to perform according to their level of competence.
- f. Ensure medical students have appropriate access to medical records and are aware of their ability to enter information into such records. Note that the specific policies and procedures of each medical facility may vary and any variations should be explained to the medical students.



- g. Ensure patients are aware of the status of medical students and that they accept that medical students may participate in their care.
- h. Review and confirm information collected by students through history taking, physical examination or other activity on a regular basis and provide feedback that enhances the student's learning experience.
- i. Ensure medical students are fit to perform their duties, particularly in situations where fatigue might be a factor.
- j. Complete student assessments in a timely manner, with all assessments completed in time for calculation of final grades.

Expectations of Students:

- a. Maintain professional behavior standards with the supervising physician, other members of the medical team, including resident physicians other health professionals, members of the staff, patients and any other individuals encountered in the clinical setting.
- b. Maintain self-awareness of own competence and seek assistance/advice when clarification is needed.
- c. Maintain self-awareness of fatigue levels and inform supervisor if this is a concern.
- d. Inform patients and/or family members of their status as a medical student and the name of the supervising physician under whom they are working.
- e. Proactively inform the supervising physician or course/clerkship director concerns about levels of supervision (excessive or sub-standard).
- f. Complete rotation evaluations in the time specified by the course, clerkship, or the Paul L. Foster School of Medicine.

Interactions with allied health professionals: In situations where learners interact directly with allied health professionals (physician assistants, nurse practitioners, etc.) the supervisor and /or course director is responsible for ensuring that the allied health professional is appropriately credentialed or functioning under the supervision of a credentialed faculty member and is performing tasks that are within his/her scope of practice. The attending faculty member is responsible for the integrity of information and/or clinical procedures. Supervisors should be familiar with the processes for credentialing of non-faculty health professionals and ensure that students are only assigned to those individuals with credentials relevant to the clinical service.

Reporting Concerns:



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- a. Any student who is concerned about the level of supervision they are receiving should address their concerns as soon as possible with the supervisor and/or course director. Any student who is dissatisfied with the outcome of such a report should report their concerns to the appropriate course/clerkship director, the assistant dean for clinical instruction, the associate dean for medical education, or the associate dean for student affairs.
- b. Expressions of concern will be held in strict confidence if possible. However, this may not be possible in situations where student or patient safety may be compromised, illegal activities may have occurred, or other situations needing immediate contact with reporting individuals.

Monitoring: Variances from this policy must be approved by the Curriculum and Educational Policy Committee.