



Medical Education Program Policy

Policy Name:	Educational Program Participation by Non-Faculty				
Policy Domain:	Instructional Methods and Resources	LCME Elements:	9.1		
Approval Authority:	Curriculum and Educational Policy Committee	Date First Adopted:	9/19/2016	Date Last Reviewed:	3/6/2017
Responsible Executive:	Assoc. Dean for Med Ed	Date Last Revised:	3/6/2017		
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1. **Policy Statement:** Involvement by non-faculty in medical student instruction is to be strictly limited and centrally monitored. See also the related educational program policy entitled: "Clinical Supervision of Medical Students".
2. **Reason for Policy:** This policy is intended to guide, inform, and regulate the involvement of non-faculty in medical student instruction.
3. **Who Should Read this Policy:** This policy should be read by all Course Directors, Faculty, and Course Coordinators involved in curricular elements that may include participation in instruction by non-faculty
4. **Resources:** None
5. **Definitions:**
 - a. "Non-faculty": For the purposes of this policy, "non-faculty" refers to physicians, therapists, nurses, other health care providers, scientists, technicians, and other individuals with special skills and/or expertise that are relevant to a well-rounded medical education, who are not appointed to the faculty of the Paul L. Foster School of Medicine and who are not post-graduate trainees affiliated with the Paul L. Foster School of Medicine or any academic component of the Texas Tech University Health Sciences Center El Paso.

6. **The Policy:**

General principles related to non-faculty participation in the educational program:

Almost all instruction and facilitation in the required curricular components of the Paul L. Foster School of Medicine educational program is to be provided by its faculty.

All required curricular components (courses, clerkships, other graduation requirements) and their associated instructional sessions and educational experiences must be supervised by the appropriately designated members of the faculty.



At the session level, and within the centrally-determined curriculum plan and operational management, learning objectives, instructional methods, and student assessment are to be determined by the appropriately designated members of the faculty.

Prohibitions related to non-faculty participation in the educational program:

Design of curriculum management, instruction, and assessment: Although faculty may consult with non-faculty in preliminary discussions, non-faculty shall not participate in the final determination of curriculum plans, course/curricular component management, learning objectives, instructional methods, or student assessment. More specifically:

- Development of learning objectives: Although faculty members may consult with non-faculty in the development of formal learning objectives related to their area(s) of experience and expertise, non-faculty may not develop or propose formal learning objectives.
- Development of student assessments: Although faculty members may consult with non-faculty in the development of medical student assessments, non-faculty may not develop or propose medical student assessments, and non-faculty may not participate in the summative assessment of medical students.
- Participation in student assessment: Non-faculty may not make final summative assessments of medical student core/required clinical skills. Conversely, only faculty may determine course/clerkship grades, fulfillment of graduation requirements, and determinations of competency in core clinical skills (see also the section below entitled: "Limits on assessment of student performance/feedback").

Terms for and limits on participation:

Participation in formal components of the medical education program by non-faculty (as defined above) may be approved by a course/clerkship director under the following conditions:

- Relevant skills and experience: The non-faculty individual(s) possess verified skills and/or expertise that are directly relevant to their proposed participation. For health care professionals, this refers to relevant proof of licensure (required for any experiences occurring in an actual clinical environment) and/or state or national certification in their relevant area of expertise.
- Preparation and supervision of non-faculty participants: Preparation and supervision of non-faculty participants in medical student education is the responsibility of the



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relevant Course Director(s). All non-faculty participants are to be provided with an explanation of the sessions and/or experiences in which they are participating as well as a copy of the associated learning objectives. Non-faculty participants are also to be provided an explanation of any feedback and/or information regarding student participation they are expected to provide. In addition, the Course Director is expected to inform the non-faculty participants of the basic expectations regarding the enhancement and preservation of a positive, growth-oriented learning environment and the strict avoidance of student mistreatment/abuse. Student evaluations of their experiences with non-faculty participants are to be reviewed by the Course Director(s). Potential non-faculty participants who do not acknowledge and accept the above described preparation and supervision are to be excluded from participation in the medical education program.

- Limits on assessment of student performance/feedback: Student assessment by non-faculty participants in medical student instruction and/or facilitation shall be formative, or limited to confirmation of, and/or comment upon, the student's attendance and active engagement in the educational experience. Additionally, non-faculty participants may be asked to confirm or comment upon the basic appropriateness of the student's professional behavior and communication skills.
 - Note: The faculty member(s) responsible for an educational experience involving participation by non-faculty are responsible for assessment the student's achievement of the associated learning objectives and the completion of any required experiences.
- Discretion of the Course/Clerkship Director and limits on the duration of non-faculty participation for non-faculty physicians: For physicians, participation by any individual non-faculty must be directly related to their areas of professional expertise and experience. In addition, and within the constraints as otherwise outlined in this policy, participation is at the discretion of the course or clerkship director. Also, participation by any individual non-faculty physician as a community-based preceptor is limited to no more than 20 hours with any individual student per academic year, and less than 60 hours in total per academic year.
- Discretion of the Course/Clerkship Director and limits on the duration of non-faculty participation non-faculty who are not physicians: For non-physicians, participation must be directly related to the non-faculty individual's special and desired expertise and/or experience, and participation is at the discretion of the course or clerkship director (within the constraints as otherwise outlined in this policy).
- Requirement of faculty appointment prior to exceeding the duration of non-faculty participation limits: All physician non-faculty who agree to participate, and who intend to provide more than the limited number of hours listed above, must obtain a



PLFSOM faculty appointment prior to exceeding the non-faculty contact hour limits.

- Encouragement of all non-faculty to apply for appointment: All non-faculty who agree to participate in medical student instruction and/or facilitation on a recurring annual basis, regardless of the number of hours per year, are to be encouraged, if eligible, to apply for a non-salaried/volunteer PLFSOM faculty appointment.
- Termination of participation by educational program administration: The participation by any non-faculty shall be terminated by the Course/Clerkship Director or, if appropriate or necessary, the Associate Dean for Medical Education or their designee, if the non-faculty participant does not function in accordance with the intent of the educational experience in which they are invited to participate, or if their behavior is disruptive or inconsistent with the school's intent to provide a professional and supportive learning environment.
- Central monitoring: Participation by non-faculty shall be centrally monitored at least annually by the Office of Medical Education (including their qualifying credentials, the hours of instruction and/or facilitation provided, and student evaluations regarding the instruction and/or facilitation provided).

Examples/explanations of some intended applications of this policy:

Early/pre-clerkship phase clinical experiences: Early clinical experiences are a required component of the PLFSOM pre-clerkship curriculum. These experiences are designed, managed, and assessed by members of the faculty of the PLFSOM Department of Medical Education. It is the intention of this CEPC that all or most of these experiences occur in community-based settings, away from the school's primary academic medical campus. In addition, the CEPC expects that all or most of these experiences shall be facilitated by non-salaried/volunteer members of the PLFSOM faculty. However, some of these experiences involve health professionals who either do not qualify for appointment to the PLFSOM faculty, are in the process of applying, or who contribute such limited and infrequent time and effort that the time and effort required to obtain and maintain a faculty appointment may be reasonably considered onerous.

Clerkship phase: In the clerkship phase of the curriculum there are structured experiences that may be facilitated by non-faculty health professionals functioning within the instructional design of appropriately designated PLFSOM faculty (e.g. clerkship director or assistant director). These experiences occur within the oversight, supervision and assessment of student performance/completion by PLFSOM faculty. These include selective experiences that occur within the context of the clinical settings of the clerkships.