| Policy Title | Preparation to teach and provision of instructor resources |
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**Policy Intent**

Compliance with LCME standards 6.1 and 9.1

**Policy Definitions**

Relevant documents are defined as those documents deemed essential to teach effectively in a course, block or clerkship. Relevant documents may be different for different teacher types. For example, for those instructors who are delivering content but not assessing, grading or assessment documents are not relevant. Likewise, some clinical teaching documents will not be relevant to those instructors who are not preceptors. Please see the "Implementation Guidelines" section for those documents currently (October 2016) considered relevant for various teacher types. Individual course/block/clerkship directors may add other relevant documents that they deem necessary for teaching specific content or sessions.

**Policy**

The School of Medicine requires that all instructors be prepared for their specific role(s) in teaching and/or assessing medical students. All Instructors receive Program Competencies, Block Goals, Learning Objectives and other relevant resources for teaching, annually.

Preparation of lecturers, small group facilitators and laboratory instructors (Faculty, Fellows, Graduate and Medical students, Residents and other non-faculty) and attestation of their receipt and review of relevant documents, will be centrally monitored by the Office of Medical Education and reported to the committee overseeing that curricular element (ECBD, LCC or CBD). The designated curriculum committees will monitor and record compliance with the above policies in their annual CQI reports to the Curriculum Steering Committee.

Clinical faculty instructors or facilitators, in the School of Medicine, will also receive these documents and resources, but are not required to attest. The Office of Graduate Medical Education will distribute relevant teaching resources and documents to Residents and Fellows, serving as instructors or facilitators, and monitor their attestation of receipt and review.

The School of Medicine also provides instructors with information on available resources for development/enhancement of teaching/ assessment skills, including the Academy of Medical Educators, GME E-learning modules, Graduate School teaching workshops and Departmental educational programs.

# Information Related to Policy Implementation

**Related Policy**

None.

**Implementation Guidelines**

**Dissemination Process** (as described in the policy background coversheet is provided below). All documents and resources for teaching medical students are assembled by the Assistant Dean for the Integrated Curriculum and the Office of Educational Technology and sent to the Block Directors/Coordinators for distribution as described below.

- **Distribution of Documents and Resources for Lecturers, Small Group Facilitators, Laboratory Instructors, MSA Mentors (includes Graduate Students, Residents, Fellows, Medical Students, Faculty and Non-Faculty):** The Essential Core (ECBD) and Longitudinal Course/Block Directors or Coordinators distribute the materials to lecturers/small group facilitators/lab instructors and other facilitators annually. The Curriculum Office centrally monitors that instructors attest to the receipt and review of teaching materials.

- Distribution of Documents and Resources for Clinical Teaching.
  - Residents/Fellows: The Office of Educational Technology distributes documents and resources for teaching medical students to the Office of Graduate Medical Education. These materials are delivered to residents and fellows via MedHub annually. The Office of Graduate Medical Education ensures that residents receive and attest to review of documents. Compliance reports are forwarded annually to the Assistant Dean of the Clinical Core Curriculum.
  - Faculty: The Office of Educational Technology distributes documents and resources for teaching medical students to Clinical Core (CBD) and Foundations of Doctoring Directors and Coordinators. Coordinators distribute documents and resources for preparation to teach to the faculty annually.

Documents and Resources for Teaching: Documents and resources distributed are subject to change, but include the following as described below (current as of October, 2016).
- Documents and resources for lecturers, small group facilitators, lab instructors include block specific goals and learning objectives, MD program competencies, teacher-learner agreement, student policies and procedures (aka "the White Book"), and Academy of Medical Educator Training sessions.
- Documents and resources for clinical teaching and precepting in clinical blocks, clerkships, electives, and Foundations of Doctoring include block specific goals and learning objectives, MD program competencies, teacher-learner agreement, Standards for Medical Supervision, Duty Hours Policy, Logging of Required Clinical Conditions, 5-Minute Clinical Block Orientation, student policies and procedures (aka "the White Book"), and Academy of Medical Educator Training sessions.
  - Residents/Fellows: The Office of Educational Technology distributes documents and resources for teaching medical students to the Office of Graduate Medical Education. These materials are delivered to residents and fellows via MedHub annually. The Office of Graduate Medical Education ensures that residents receive and attest to review of documents. Compliance reports are forwarded annually to the Assistant Dean of the Clinical Core Curriculum.
  - Faculty: The Office of Educational Technology distributes documents and resources for teaching medical students to required Clerkship Directors and Foundations of Doctoring Directors and their Coordinators. Coordinators distribute documents and resources for preparation to teach to the faculty annually.

| Policy Title | Preparation to teach and provision of instructor resources |
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| Policy Summary | Describes the types of documents and resources provided to instructors in order to prepare them for teaching medical students. |
| Policy Scope | Instructors of students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine. |
| Effective Date | Immediate upon CSC approval |
| Target Review Period | Annually at CSC |
| Primary Governance Cmte | CSC |
| Unit or People Involved in Implementing the Policy | Assistants identify materials for distribution; Course/Block Directors and their Coordinators ensure the distribution of the materials. |
| CUSOM Website Location | TBD |
| Authorization/Change History of Policy | |
| *Date* | *Description of Action Taken* |
| 11-2-2016 | Approved by the Curriculum Steering Committee on Nov. 11, 2016 |
| 10-6-2016 | Approved by the Curriculum Deans, at a meeting on October 6, 2016. |