



Policy on Resident and Fellow Preparation for Teaching in the School of Medicine

Issue Date: August 14, 2023

Supersedes: None

Last Review Date: August 14, 2023

I. PURPOSE

Residents and fellows in the New York Medical College School of Medicine (“NYMC SOM”) are critical contributors to medical student clinical learning. This policy codifies the requirement that residents and fellows who teach or supervise medical students receive appropriate training.

II. POLICY

In order to be adequately prepared, all residents and fellows who teach or supervise NYMC SOM medical students must be familiar with the following:

- Overall medical student program objectives
- Key policies related to working with and supervising students (e.g., Policy on Mistreatment and Harassment, Needlestick Policy).
- The objectives of the course or clerkship in which they are teaching medical students.

Resident and fellow familiarity with objectives and policies is accomplished through participation in required training, either in-person or electronically, and/or through review of relevant materials.

III. SCOPE

This policy applies to all residents and fellows.

IV. PROCEDURES

- A. The Assistant Dean of Clinical Sciences (“ADCS”) will collaborate with Assistant Dean of Faculty Development and the Offices of Graduate Medical Education (“GME”) to ensure that residents involved in teaching and assessment of students receive the training they need to be effective teachers.
- B. All incoming residents and fellows attend their respective GME resident and fellow orientations, which includes an orientation to their roles and responsibilities as teachers.
 1. Incoming residents and fellows receive the following at their orientations:

- a. Resident as teacher expectations
 - b. Medical Student Supervision and Teaching Policy
 - c. Statement on Optimal Learning Environment
 - d. Duty Hour Policy
 - e. Policy on Student Mistreatment
 - f. Clerkship Evaluation Form
2. All residents and fellows additionally receive the above policies and information electronically and sign an attestation acknowledging receipt and their review at the beginning of each academic year.
 3. The Offices of GME monitor resident and fellow completion of the attestations.
 4. The Assistant Dean for Academic Affiliations & Clinical Programs is responsible for the annual tracking of compliance by all sites.
- C. Clerkship and/or site directors send the relevant material to residents and fellows before the start of each academic year and again at the midpoint of the academic year.
1. The email includes the following:
 - a. An introduction to the unique expectations of residents as teachers in the clerkship
 - b. Clerkship objectives with linked program objectives
 - c. Clerkship patient encounter requirements
 - d. Medical Student Supervision and Teaching Policy
 - e. Statement on Optimal Learning Environment
 - f. Duty Hour Policy
 - g. Policy on Student Mistreatment
 2. The ADCS is responsible for tracking compliance in all clerkships.

V. EFFECTIVE DATE

This policy is effective immediately.

V. REFERENCES

LCME Element 9.1: Preparation of Resident and Non-Faculty Instructors. In a medical school, residents, graduate students, postdoctoral fellows, and other non-faculty instructors in the medical education program who supervise or teach medical students are familiar with the learning objectives of the course or clerkship and are prepared for their roles in teaching and assessment. The medical school provides resources to enhance residents' and non-faculty instructors' teaching and assessment skills and provides central monitoring of their participation in those opportunities.

VII. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Medicine

Oversight Office: Office of Undergraduate Medical Education