

**UNIVERSITY OF HOUSTON
COLLEGE OF MEDICINE
ADMINISTRATIVE MEMORANDUM**

SUBJECT: Residents/Fellows Participating in Medical Student Teaching and Evaluation

I. PURPOSE AND SCOPE

- A. To provide residents, fellows, and their graduate medical education leadership guidelines for preparing these trainees to serve in an educational supervisory role for UH College of Medicine medical students.
- B. To ensure that all residents and fellows understand their role and responsibilities in the teaching, supervision, and assessment of medical students.
- C. To establish minimum professional development requirements in preparation for this educational interaction.
- D. To ensure the UH College of Medicine complies the Liaison Committee on Medical Education (LCME) standards for the medical education program, including LCME Standard 3.1.
- E. To ensure compliance with any current or future training requirements for residents and fellows in the realm of education, as established by the Accreditation Council for Graduate Medical Education (ACGME), and/or any specialty-specific Residency Review Committee (RRC).

II. BACKGROUND

The University of Houston College of Medicine will collaborate with external partners to provide clinical training for its medical students in relevant specialty areas. This will include supervision and training of students by graduate medical education trainees employed by UH College of Medicine affiliates.

III. POLICY

- A. Residents and fellows who will work in a facility where UH College of Medicine medical students will be trained, supervised, taught, or assessed will be required to document attendance at an orientation describing the mission, vision and curricular goals of the school. This may be in-person, or virtual. This may be managed by the employer of record, but such documentation must be provided to the UH College of Medicine Office of Medical Education prior to the start of the academic year.
- B. Residents and fellows who will work in a facility where UH College of Medicine medical students will be trained, supervised, taught or assessed must have documented completion of an acceptable *Residents as Teachers* curriculum. This may be managed by the employer of record, but such documentation must be provided to the UH College of Medicine Office of Medical Education prior to the start of the academic year.
- C. Resident and fellows who are training for more than one year will be expected to complete a refresher curriculum annually. This may be managed by the employer of record, but such documentation must be provided to the UH College of Medicine Office of Medical Education prior to the start of the academic year.

IV. PROCEDURES FOR ADDRESSING VIOLATIONS

Residents or fellows who do not complete the required curriculum by the established deadline will be reported to the appropriate affiliate program director for removal from medical student interaction, until such time as the requirement is documented as complete.

V. MONITORING OF THIS POLICY

- A. All residents and other non-faculty teachers will participate in an annual teaching orientation, directed by the UH College of Medicine Associate Dean for GME and Faculty Affairs in collaboration with the Office of Medical Education, that will include instruction about the overall UH College of Medicine Medical Education Program Objectives and specific course/clerkship objectives within the syllabus of the course/clerkship in which they will participate.
- B. It will be the responsibility of the Course/Clerkship Director to confirm that course/clerkship information was provided to residents, program directors, or other non-faculty teaching within their courses/clerkships.

VI. DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Residents as Teachers	Curriculum designed to orient residents and fellows in appropriate methods of teaching, assessing and supervising medical students during the course and scope of their training.
Accreditation Council of Graduate Medical Education (ACGME)	The Accreditation Council of Graduate Medical Education (ACGME) is the nationally recognized body responsible for accrediting the majority of graduate medical training programs, internships, residencies and fellowships in the U.S. The ACGME's member organizations are the American Board of Medical Specialties, American Hospital Association, American Medical Association, Association of American Medical Colleges, and the Council of Medical Specialty Societies.

Approval History		
<i>Approver</i>	<i>Status</i>	<i>Date</i>
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Curriculum Committee	Approved	April 8, 2020
Review by UH Office of General Counsel	Pending	

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