

School of Medicine Policy

Policy Title: University of Colorado School of Medicine (CUSOM)
Preparation to Teach and Provision of Instructor Resources Policy

Location: Office of Assessment, Evaluation and Outcomes **Functional Area:** Undergraduate Medical Education (UME)

Please leave this section blank as it is for policy office use only.

Effective: July 1, 2024
Date Last Amended/Reviewed: 2024
Date Scheduled for Review: Annually. July 1, 2025
Supersedes: 2021
Approved by: Dr. Stuart Linas, Chairperson of Curriculum Steering
Committee, University of Colorado School of Medicine
Prepared by: Shanta Zimmer, MD
Reviewing Office: OME
Applies to: CUSOM

A. INTRODUCTION

This policy seeks to codify existing practices regarding the Preparation to Teach and Provision of Instructor Resources Policy at University of Colorado School of Medicine

B. POLICY STATEMENT

Relevant documents are defined as those documents deemed essential to teach effectively in a course, block or clerkship/LIC. 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. Individual course/block/clerkship directors may add other relevant documents that they deem necessary for teaching specific content or sessions.

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, Clerkship 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 Assessment, Evaluation, and Outcomes.

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.

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 of Education Assessment, Evaluation and Outcomes and included in the Faculty Letter of Offer, and posted to the Assessment, Evaluation and Outcomes webpage 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 Curriculum Office centrally monitors that instructors attest to the receipt and review of teaching.

Notes:

1. Dates of official enactment and amendments:
07/01/2014 Adopted/Approved by the Curriculum Steering Committee

2. Authorization/Change History of Policy:
Please provide summary of changes here.

7/1/2024	Reviewed by CSC
06/21/2024	Reviewed by Senior Associate Dean of Education
03/15/2024	Reviewed by Assessment, Evaluation and Outcomes Dean
7/1/2021	Reviewed by CSC pertaining to Trek Curriculum launch
07/01/2016	Reviewed by CSC

3. Initial Policy Effective Date: July 1, 2014

4. Reviewed for Liaison Committee for Medical Education (LCME) Compliance: 4.6 Responsibility for Medical School Policies, 6.1 Program and Learning Objectives, 9.1 Preparation of Resident and Non-Faculty Instructors

5. Policy is available through the Office of Assessment, Evaluation and Outcomes located <https://medschool.cuanschutz.edu/education/current-students/curriculum/aeo/home/educator-resources/teaching-learning-policies-and-guidelines>