



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

**SOM OP:** 30.16, **Preparation of non-faculty, non-resident educators for their role in medical student education**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy and procedure is to establish a policy regarding the central organization and monitoring of programs designed to prepare non-faculty, non-resident educators for their roles in teaching and/or evaluation of medical students.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each even-numbered year by the Curriculum and Educational Policy Committee. Revisions will be forwarded to the Office of the Dean for publication.

**POLICY/PROCEDURE:**

1. **Rationale.** Liaison Committee for Medical Education (LCME) standards for medical schools (primarily Element 9.1: Preparation of Resident and Non-Faculty Instructors) address requirements for preparation and monitoring of non-faculty, non-resident teaching in medical schools.

2. **Policy.**

a. Non-faculty/non-resident educators in the Phase 1 curriculum:

1) Preparation of GMES Teaching Assistants (TAs).

- Teaching Assistants from the Graduate Medical Education Sciences (GMES) participate in student educational activities in the first three blocks of the Phase 1 curriculum. These TAs must receive orientation to the learning objectives of the block and of the educational activities in which they will participate.
- The GMES TAs participating in medical student education are receiving curricular credit in their program. Awareness of learning objectives and course requirements for the medical school courses will be incorporated as a learning objective into the relevant GMES courses and all TAs will be oriented to the course and session learning objectives prior to the beginning of each medical school course and at regular intervals throughout each course.
- Monitoring: The GMES Program Director will submit an annual report to the Office of Academic Affairs certifying that all TAs have completed the required training.

2) Preparation of other non-faculty/non-resident instructors

- Other non-faculty/non-resident instructors who participate in educational activities will receive learning objectives for the courses and sessions in which they participate and relevant policies through a centralized attestation process and will be prepared for their specific

roles by the course directors/faculty instructors responsible for the specific instructional session.

b. Non-faculty/non-resident educators in the Phase 2/3 curriculum

- 1) Advanced practice providers, including physician assistants, and nurse practitioners participate in clinical instruction in a limited number of TTUHSC departments.
- 2) If they hold a faculty position in the SOM, they will receive materials related to their educational role using the same attestation process employed for all faculty.
- 3) If they do not hold a faculty position, they will be provided with program and course learning objectives, and relevant policies using a centralized attestation process and will be prepared for their specific role by the appropriate clerkship or rotation director(s).
- 4) Monitoring: The attestation process will be monitored centrally by the Office of Academic Affairs