Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians as well as those residents who teach medical students in non-IUSM affiliated GME Programs where IUSM medical students rotate.

Reason for Policy

The purpose of this policy is to establish guidelines ensuring that the IUSM Graduate Medical Education Committee (GMEC) oversees a comprehensive, fair, and uniform system of disseminating and monitoring receipt of the medical education program’s clerkship learning objectives as well as the occurrence of semi-annual resident teaching evaluations in compliance with relevant LCME elements.

Policy Statement

LCME Element 6.1 Program and Learning Objectives

The faculty of a medical school define its medical education program objectives in outcome-based terms that allow the assessment of medical students’ progress in developing the competencies that the profession and the public expect of a physician. The
medical school makes these medical education program objectives known to all medical students, faculty, residents, and others with responsibility for medical student education and assessment. In addition, the medical school ensures that the learning objectives for each required learning experience (e.g., course, clerkship) are made known to all medical students and those faculty, residents, and others with teaching and assessment responsibilities in those required experiences.

**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.

**Procedures**

Central monitoring of Resident as Teacher activities as they relate to LCME Functions and Structure of LCME Standard 6: Competencies, Curricular Objectives, and Curricular Design.

Central Monitoring of Resident as Teacher activity of non-IUSM residents teaching IUSM medical students, as it relates to LCME Functions and Structure of Medical School 6.1: Formal Dissemination of Medical Education Program and 9:1: Preparation of resident and non-faculty instructors.

Central monitoring of Resident as Teacher activity as it relates to LCME Functions and Structure of Medical School Standard 9:1: Preparation of resident and non-faculty instructors.

**Definitions**

*LCME* is the Liaison Committee on Medical Education.

A *resident* is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

A *standard* is a requirement expectation of the LCME which is the entity who accredits medical schools.

**Implementation**

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.
Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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</thead>
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<tr>
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</tbody>
</table>

Forms

1. Resident as Teacher Institutional Learning Objectives (ILO) and Clerkship Learning Objectives (CLO) Compliance Procedures (Attachment 1)

2. Resident as Teacher Compliance Procedures for Non-IUSM Residents Teaching IUSM Medical Students (Attachment 2)

3. Resident as Teacher Verification of Semi-annual Resident Teaching Evaluations (Attachment 3)

History

1. Policy IUSM-GME-PO-0041 approved by GMEC and published on 07 December 2016.
2. Policy reviewed, updated, and approved by GMEC on 07 December 2016.
Attachment 1: Resident as Teacher Institutional Learning Objectives (ILO) and Clerkship Learning Objectives (CLO) Compliance Procedures

PURPOSE
The purpose of this document is to address the central monitoring of Resident as Teacher activities as it relates to LCME Functions and Structure of a Medical School Standard 6: Competencies, Curricular Objectives, and Curricular Design

SCOPE

A. LCME Element 6.1: Format/Dissemination of Medical Education Program Objectives and Learning Objectives
   - The faculty of a medical school define its medical education program objectives in outcome-based terms that allow the assessment of medical students' progress in developing the competencies that the profession and the public expect of a physician. The medical school makes these medical education program objectives known to all medical students, faculty, residents, and others with responsibility for medical student education and assessment. In addition, the medical school ensures that the learning objectives for each required learning experience (e.g., course, clerkship) are made known to all medical students and those faculty, residents, and others with teaching and assessment responsibilities in those required experiences.

B. Provide information to department chairs as part of the Department Annual Review (DAR)

C. Share aggregate data with program directors, GME leadership, and IUSM leadership, including the Curriculum Council Steering Committee (CCSC)

D. Assess for areas of improvement

DEFINITIONS

A. GME is the Office of Graduate Medical Education
B. IUSM is the Indiana University School of Medicine
C. LCME is the Liaison Committee on Medical Education
D. A resident is an IUSM resident or fellow or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

PROCEDURES

A. The Office of Graduate Medical Education (GME)
centrally monitors the compliance of the delivery, receipt,
and attestation of the ILOs and CLOs as follows:

1. The Office of GME creates and maintains the Resident as Teacher learning module through which the institutional and clerkship learning objectives are delivered. Updates to the template are completed annually, prior to the start of the academic year. There are two learning modules used for delivery of the ILOs and CLOs: one used for delivery of objectives in July and another used for delivery of objectives in December. GME staff uploads the ILOs and the link to the resident attestation form.

2. GME sends instructions to IUSM Program Coordinators that explain how to copy the Resident as Teacher learning module to the training program list in MedHub, and how to upload the program-specific CLOs.

3. Once the IUSM Program Coordinator has uploaded the CLOs to the learning module, the learning module is delivered to the residents by the training program. The deadline for coordinators to upload the CLOs is July 15. The deadline for delivering the learning module to the residents is August 1 for the beginning year delivery and January 1 for the mid-year delivery.

4. The training program has 30 days to complete upload and delivery of the learning modules.

B. On September 1 and February 1, GME will check compliance of the delivery, receipt, and resident attestation:

1. GME reviews the Incomplete Modules report in MedHub to identify compliance with the delivery and receipt of the ILOs and CLOs.

2. GME will run a report in Survey Monkey to track compliance of resident submission of Resident as Teacher Attestation form.
   i. The names of those residents found to be out of compliance (1 and/or 2) will be forwarded to the program coordinator via e-mail.

3. Additional compliance reports will be run in approximately 3 weeks.
   i. The names of those residents found to be out of compliance (1 and/or 2) will be forwarded to the program coordinator and the program director.

4. GME will distribute final non-compliant reports as outlined in Report Distribution in section D.

C. The Office of GME sends the Program Director Resident as Teacher Attestation Questionnaire to all program directors in
ACGME accredited programs on September 1. The due date for completion is October 1.

1. GME checks compliance of this requirement on October 15.
   i. Program directors found to be out of compliance will be notified via e-mail.

2. An additional compliance report will be run in approximately 2 weeks.
   i. Program directors found to be out of compliance will be notified, as well as the department chair.

3. GME will distribute a final non-compliant report as outlined in the Report Distribution in section D.

D. The Office of GME provides compliance reports as follows:

<table>
<thead>
<tr>
<th>Report Distribution</th>
<th>When:</th>
<th>Data Provided:</th>
<th>Methods:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Program Director and Program Coordinator</td>
<td>September and February</td>
<td>Non-compliance</td>
<td>Email communications</td>
</tr>
<tr>
<td>Department Chair</td>
<td>During Department Annual Review (DAR)</td>
<td>Individual program results; this includes data from PD Questionnaire</td>
<td>Presented in Resident as Teacher Dashboard</td>
</tr>
<tr>
<td>Clinical Component Council (CCC) and Curriculum</td>
<td>Annually</td>
<td>Aggregate data of percent (%) of compliance in all areas; this includes data from PD Questionnaire</td>
<td>Email communication</td>
</tr>
<tr>
<td>Graduate Medical Education Committee</td>
<td>December</td>
<td>Aggregate data of percent (%) of compliance in all areas; this includes data from PD Questionnaire</td>
<td>Presented during GMEC meeting</td>
</tr>
<tr>
<td>Graduate Medical Education (GME)</td>
<td>November</td>
<td>Aggregate data of percent (%) of compliance in all areas; this includes data from PD Questionnaire</td>
<td>Unit Annual Report</td>
</tr>
</tbody>
</table>

E. Supporting Documents
   1. Resident Attestation Form
   2. Program Director Resident as Teacher Attestation Questionnaire
Attachment 2: Resident as Teacher Compliance Procedures for Non-IUSM Residents Teaching IUSM

PURPOSE

The purpose of this document is to address the central monitoring of Resident as Teacher activity of non-IUSM residents teaching IUSM medical students, as it relates to LCME Functions and Structure of a Medical School Elements 6.1: Format/Dissemination of Medical Education Program and 9.1: Preparation of resident and non-faculty instructors

SCOPE

A. LCME Element 6.1: Format/Dissemination of Medical Education Program Objectives and Learning Objectives - The faculty of a medical school define its medical education program objectives in outcome-based terms that allow the assessment of medical students' progress in developing the competencies that the profession and the public expect of a physician. The medical school makes these medical education program objectives known to all medical students, faculty, residents, and others with responsibility for medical student education and assessment. In addition, the medical school ensures that the learning objectives for each required learning experience (e.g., course, clerkship) are made known to all medical students and those faculty, residents, and others with teaching and assessment responsibilities in those required experiences.

B. LCME Element 9.1: "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, with central monitoring of their participation in those opportunities provided."

C. Provide information to department chairs as part of the Department Annual Review (DAR)

D. Share aggregate data with program directors, GME leadership and IUSM leadership, including the Curriculum Council Steering Committee

E. Identify areas of improvement

DEFINITIONS

A. GME is the Office of Graduate Medical Education

B. IUSM is the Indiana University School of Medicine

C. LCME is the Liaison Committee on Medical Education

D. A resident is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

E. DIO is the Designated Institutional Official

PROCEDURES
A. GME centrally monitors the compliance of the delivery, receipt, and attestation of the ILOs and CLOs and the use of medical student data to improve the quality of resident teaching and assessment for non-IUSM residents as follows:

1. On September 1 of each academic year, the Office of Graduate Medical Education sends the Program Director Attestation Questionnaire to the DIO of the teaching hospital, to distribute to all program directors of ACGME accredited residency programs with residents who teach IUSM medical students.
   
   i. The due date for submission of the questionnaire is October 1.
   
   ii. GME checks compliance of this requirement, on October 15.
   
   iii. GME runs a report in Survey Monkey to track compliance of completion of the Program Director Attestation Questionnaire.

1. GME will distribute summary reports as follows (and as outlined in report distribution in Section B):
   
   a. GME tracks program completion or non-completion of the questionnaire.
   
   b. GME tracks responses to questions on PD Attestation Questionnaire which asks programs to verify compliance of 1) delivery, receipt, and attestation of understanding of ILOs and CLOs for residents in their program, and 2) communication of results of the medical student evaluations of resident teaching, to the resident physician semi-annually. If responses to these questions are ‘no’ then program must provide a response.
      
      i. GME reviews the responses to item “b” above, to determine if a qualifying reason exists as to why the program responded ‘no’ to any of these questions.
   
   c. GME communicates non-compliance of items “a” and “b” above, to the DIO, who will in turn communicate with the responsible program director(s).
      
      i. If non-compliant to item ‘a’ GME sends a reminder email to DIO requesting that the program director(s) complete the questionnaire within 2 weeks of the notice. GME checks compliance after the 2 week grace period. If the program is still non-compliant, GME sends a second reminder email to the DIO.

2. GME will distribute summary reports as outlined in report distribution in Section B.

B. The Office of GME provides compliance reports as follows:

<table>
<thead>
<tr>
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<th>Department Program Director and Program Coordinator</th>
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<td>Department Chair</td>
<td>November and during Department Annual Review</td>
<td>Individual program results from <em>PD Questionnaire</em></td>
<td>Presented in <em>Resident as Teacher Dashboard</em></td>
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</table>
Attachment 3: Resident as Teacher Verification of Semi-annual Resident Teaching Evaluations

PURPOSE

The purpose of this document is to address the central monitoring of Resident as Teacher activity as it relates to LCME Functions and Structure of a Medical School Standard 9.1: Preparation of resident and non-faculty instructors

SCOPE

A. LCME Element 9.1: "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, with central monitoring of their participation in those opportunities provided."

B. Provide information to department chairs as part of the Department Annual Review (DAR)

C. Share aggregate data with program directors, GME leadership and IUSM leadership, including the Curriculum Council Steering Committee

D. Identify areas of improvement

DEFINITIONS

F. GME is the Office of Graduate Medical Education

G. IUSM is the Indiana University School of Medicine

H. LCME is the Liaison Committee on Medical Education

I. A resident is an IUSM resident or fellow, or a non-IUSM resident of fellow electively rotating through IUSM and provides clinical care as part of a GME program.

PROCEDURES

C. GME centrally monitors the compliance of the use of medical student data to improve the quality of resident teaching and assessment as follows:

1. The Office of Graduate Medical Education sends the Program Director Attestation Questionnaire to all program directors in ACGME accredited programs, on September 1 of each academic year.
   i. The due date for submission is October 1.
   ii. GME checks compliance of this requirement, on October 15.
   iii. GME runs a report in Survey Monkey to track compliance of completion of the Program Director Attestation Questionnaire.

   1. GME will distribute non-compliant reports as follows (and as outlined in report distribution section):
      a. GME tracks program completion or non-completion of the questionnaire.
b. GME tracks responses to questions on *PD Attestation Questionnaire* which asks programs if they communicate results of the medical student evaluations of resident teaching to the resident physician, semi-annually; and if no, ‘why’?

c. GME communicates non-compliance to item “a” or “b” above, to the program director.
   i. If non-compliant to item ‘a’ GME sends a reminder email to program director to complete questionnaire within 2 weeks of the notice. GME checks compliance after the 2 week grace period. If the program is still non-compliant, GME sends an email to the program chair.
   ii. GME reviews the responses to item “b” above, to determine if a qualifying reason exist as to why the program responded ‘no’ to question which asks if *program communicates results of the medical student evaluations of resident teaching to the resident physician, semi-annually*.

2. GME will distribute non-compliant reports as outlined in report distribution section.

D. The Office of GME provides compliance reports as follows:

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