Policy Title: Clinical Supervision of Medical Students

Policy Number: CU.9.02.170808

Applies to: All medical students and faculty

Date: 8/8/2017

1.0 Policy Statement:
It is the Elson S. Floyd College of Medicine (ESFCOM) policy to prohibit any medical student from performing any service for which a license, certificate of registration or other form of approval is required unless the service is performed under the direction of the supervising ESFCOM faculty. At the institutional level, medical student supervision requirements should be clearly articulated in the affiliation agreements.

2.0 Definitions
Medical Student: A student currently enrolled in the ESFCOM as a candidate for an MD degree.

Appropriate Faculty: A practicing clinician with current licensure and necessary certification for their area of practice who had been appointed on the faculty of ESFCOM and is tasked to supervise ESFCOM student(s) as a part of the curriculum in progression towards the MD degree.

Supervision:
Direct supervision – the supervising clinician is physically present with the medical student and patient.

Indirect supervision: (a) with direct supervision immediately available – the supervising clinician is physically within the hospital or other site of patient care, and is immediately available to provide direct supervision; (b) with direct supervision available – the supervising clinician is not physically present within the hospital or other site of patient care, but is immediately available by means of telephonic and/or electronic modalities, and is available to provide direct supervision.

3.0 Responsibilities
Associate Deans of Clinical Education
Chair of the Department of Medical Education and Clinical Sciences
Vice Dean for Academic and Community Partnerships

4.0 Procedures
All medical students engaged in any patient care activities must be supervised by a member of ESFCOM faculty. It will be the responsibility of each supervising clinician to determine which learning experiences may be appropriately delegated to other members of their healthcare team and to ensure that these members providing such supervision are working within their scope of practice.
a. The Clinical Training Affiliation Agreements should:
   i. Outline the roles and responsibilities of the ESFCOM medical education program and its clinical affiliates for teaching and supervision.
   ii. Ensure an appropriate learning environment for medical students.
   iii. Provide a consistent framework for medical students at the regional campuses.
b. The Office of Faculty, Talent, Recognition and Enhancement will provide a faculty development session to all faculty in preparation for the matriculation of the inaugural class and all subsequent classes. This required faculty development session should detail the specific requirements for supervision of all medical students to ensure student/individual and patient safety.
c. All stakeholders (faculty, patients and their families, residents, students and staff) are encouraged and mechanisms provided to express any concerns about the adequacy and availability of supervision in the learning environment. Concerns in clerkship years should be sent to the clerkship directors who will forward to the Associate Deans of Clinical Education and the Chair of Medical Education and Clinical Sciences. If in pre-clerkship years, concerns should be sent to the Chair of Medical Education and Clinical Sciences. Further:
   i. All complaints and concerns are to be reported immediately to the office of student affairs. The Senior Associate Dean for Student Educational Experience will investigate and administer appropriate corrective in conjunction with the appropriate deans and chairs.
   ii. End of course/clerkship evaluations shall include a specific question with respect to the expression of any concerns about the adequacy and availability of supervision.
   iii. The Associate Dean of Assessment and Evaluation will conduct an anonymous student survey as an annual tool to collect additional feedback and assess supervision.
   iv. Reports from evaluations and surveys will be sent to the course/clerkship directors, and/or other ESFCOM leadership for further action.
   v. Reports will be directed to ESFCOM administrators regarding concerns.

Associate Deans of Clinical Education are responsible for addressing concerns related to the adequacy and availability of supervision in the learning environment in the clerkship years and in any clinical preceptorship experience in the pre-clerkship years.

The Chair of the Department of Medical Education and Clinical Sciences and Associate Deans of Clinical Education are responsible for addressing concerns related to the adequacy and availability of supervision in the learning environment.

Vice Dean for Academic and Community Partnerships is responsible for managing clinical training affiliation agreements and their requirements for the adequacy and availability of supervision in the learning environment.

5.0 Related Policies
N/A
Clinical Supervision of Medical Students Policy 8/8/2017

6.0 Key Search Words
Clinical supervision

7.0 Revision History

<table>
<thead>
<tr>
<th>Original Approval</th>
<th>Policy number</th>
<th>Revision Date Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/12/2016</td>
<td>CU.09.02</td>
<td>8/8/2017</td>
</tr>
</tbody>
</table>

Responsible Office: Vice Dean for Academic and Community Partnerships

Policy Contact: Associate Dean for Curriculum

Supersedes: CU.09.02 Approved on 5/12/2016