

<b>Delegation of Clinical Teaching Procedure</b>					
<b>Approved By:</b>	Undergraduate Medical Education Committee (UMEC)				
<b>Approval Date:</b>	2024 05 14	<b>Effective Date:</b>	2024 05 14	<b>Review Date:</b>	2027 02 15
<b>Responsible Portfolio/Unit/Committee:</b>	UME / UME Curriculum Committee				
<b>Responsible Officer(s):</b>	Associate Dean, UME				

## 1.0 Purpose

This procedure provides the steps for the delegation of clinical teaching supervisory responsibilities for medical students. This procedure puts into practice the *UME Policy on Clinical Supervision of Medical Students*.

## 2.0 Scope

Related to the *UME Policy on Clinical Supervision of Medical Students*, this procedure applies to the supervision of medical students in clinical learning. Authority sits with NOSM University physician faculty members to supervise students, and that authority can be delegated through the procedures outlined in this document. Following this procedure and documenting the steps are key to successfully meeting Accreditation standard 9.2 b, which states:

*“Where direct teaching or assessment of students in a required clinical learning experience is carried out by individuals who do not hold a faculty appointment, the teaching activities provided by these individuals are overseen by physicians who hold a faculty appointment. The faculty member ensures that the teaching is aligned with the learning objectives, is of good quality, and the learning environment is appropriate”.*

## 3.0 Procedures

3.1 It is preferable for all sessions to be taught by NOSM University physician faculty members. However, there may be some circumstances where an individual that does not hold a NOSM University faculty appointment is authorized to teach in the UME program.

- 3.2 The administrative scheduler responsible for each session must confirm that a person scheduled has a faculty appointment. This can be done by consulting the NOSM University Faculty database (insert link) or by contacting Faculty Affairs.
- 3.3 Table 1 below outlines the session type in each Phase and identifies the administrative scheduler responsible and also identifies options for faculty who can delegate authority.

Table 1

<b>Phase and Session type</b>	<b>Administrative Scheduler responsible</b>	<b>Faculty Leader who delegates supervision authority</b>
<b><i>Phase 1</i></b>		
Early Clinical Placements (ECPs)	UME Community Curriculum Coordinator	<ul style="list-style-type: none"> <li>• Community lead preceptor</li> <li>• Other community-based physician faculty member</li> </ul>
<b><i>Phase 2</i></b>		
HCS, PCS, SES	Site Administrative Coordinator	<ul style="list-style-type: none"> <li>• Site Liaison Clinician</li> <li>• Other community-based physician faculty member</li> </ul>
Academic sessions (e.g., CARs)	Site Administrative Coordinator	<ul style="list-style-type: none"> <li>• Site Liaison Clinician</li> <li>• Other community-based physician faculty member</li> </ul>
<b><i>Phase 3</i></b>		
Clinical teaching in core rotations	Hospital Coordinator	<ul style="list-style-type: none"> <li>• Clerkship lead</li> <li>• Other appropriate physician faculty member</li> </ul>
Academic sessions	Hospital Coordinator	<ul style="list-style-type: none"> <li>• Clerkship lead</li> <li>• Other appropriate physician faculty member</li> </ul>
<b><i>Electives</i></b>		
Clinical teaching	CRU scheduling coordinator	<ul style="list-style-type: none"> <li>• Lead preceptor</li> <li>• Other appropriate physician faculty member</li> </ul>

- 3.4 When scheduling someone without a NOSM University faculty appointment or to a NOSM U Health Sciences faculty member, refer to Table 4.3 from the [Clinical Supervision of Medical Students Policy](#).

- 3.5 To document the delegation of supervision from a faculty member to a non-faculty instructor or to a NOSM U Health Sciences faculty member, the form in Appendix A must be filled out and submitted.
- 3.6 The form only needs to be completed one time. It does not need to be completed each time the person teaches NOSM University medical students but should be reviewed annually. If a person teaches regularly over a single year, they should be encouraged to apply for a faculty appointment.
- 3.7 It is the faculty member who is delegating supervision that is responsible for completing the form. The administrative scheduler can assist with this task, as needed. Completed forms will be kept by the Phase 1 Schedulers in Phase 1 and the Phase 2 and 3 Clerkship Coordinator in Phases 2 and 3.

#### 4.0 Roles and Responsibilities

The following roles and responsibilities apply to the delegation of medical student supervision.

- 4.1 UME physician Faculty member: Responsible for oversight of anyone to whom they have delegated supervision. *“The faculty member ensures that the teaching is aligned with the learning objectives, is of good quality, and the learning environment is appropriate.”* (from Accreditation element 9.2 b)
- 4.2 Teacher receiving delegated authority: To follow the instructions of the faculty member and keep them informed of any student performance or other issues.
- 4.3 Administrative scheduler: To check faculty appointments of all teachers and to prompt faculty members to fill out delegation form.
- 4.4 Phase 1 Scheduling Coordinator and Phase 2 and 3 Clerkship Coordinator: To store completed delegation forms and remind administrative schedulers to send completed forms.

#### 5.0 Related Documents

The following related policies and procedures are in support of this procedure:

- Education for Clinical Practice in the Curriculum Policy
- Clinical Supervision of Medical Students Policy

#### 6.0 Getting Help

Queries regarding interpretations of this document should be directed to:

- Associate Dean, UME or

- UME Administrative Director, Curriculum & Learning Environment [ume@nosm.ca](mailto:ume@nosm.ca)

<b>DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT</b>		
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1.0	2022 09	Authors: UME Director, Curriculum & Learning Environment; UME Assistant Dean, Clinical Education; with input from Clinical Sciences Division Head and Director, Faculty Affairs
	2022 10 06	Presented to UMECC for vote on approval; not approved and sent back for UMECC-suggested revision
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1.1	2023 05 04	Approved by UMECC
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**Appendix A***Delegation of Authority for Supervision of Medical Students form*

Date filled out: \_\_\_\_\_

Name of Faculty member: \_\_\_\_\_

Faculty member role (e.g., SLC, Module Coordinator, Clerkship lead):  
\_\_\_\_\_

Name of non-faculty clinician teacher or HS faculty member:  
\_\_\_\_\_

Non-faculty clinician teacher status (check all that apply):

- Other Ontario medical school faculty member \_\_\_\_
  - Which school? \_\_\_\_\_
- Canadian or International medical school faculty member \_\_\_\_
  - Which country and school? \_\_\_\_\_
- Other (e.g., non-MD RHP, special academic license holder) \_\_\_\_
  - Details: \_\_\_\_\_

Phase and session type: \_\_\_\_\_

Faculty signature: \_\_\_\_\_

Non-faculty clinician teacher signature:  
\_\_\_\_\_