DEPARTMENTAL POLICY

FACULTY APPOINTMENTS - REQUIREMENTS

Classification

Purpose

1 Create a UME policy whereby preceptors (physicians who supervise medical students in a patient care setting) are required to have faculty appointments as per the LCME/CACMS Accreditation requirements.

Scope

2 This policy applies to all physicians who supervise medical students in a clinical learning environment, as per accreditation standard 9.2 on page 2. The Cumming School of Medicine (CSM) guidelines specify that a faculty appointment is required for all teaching within the UME except for Career Exploration and Clerkship Electives.

Definitions

3 In this policy:
   a. UME means the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine
   b. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures
   c. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
   d. LCME/CACMS: Liaison Committee on Medical Education/Committee on Accreditation on Canadian Medical Schools
   e. College of Family Physicians of Canada (CFPC)

Policy Statement

4 To provide details of physicians who must obtain Faculty Appointments as per their role in UME education. These Faculty Appointments are obtained via an

appropriate clinical or basic science Department.

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6 **UME will ensure adherence to this policy**

    a. **Locum Physicians:** Locum physicians who evaluate students will be expected to get faculty appointments. An Adjunct Assistant Professor appointment is acceptable in this situation.

    b. The UME recognizes the value of teachers from various medical disciplines and related professions. Non-MDs with appropriate professional qualifications for practice in the Province of Alberta (as per the Health Professionals Act) are welcome to teach specific components of our curriculum, and do not require a faculty appointment.

    c. **Clinical Scholars** are required to obtain a Faculty Appointment, either as Clinical Lecturer or Adjunct Assistant Professor.

    d. **Ward Physicians** (also known as Clinical Assistants) are MDs without a license to practice independently, and thus are not the physicians of record for patients. Ward physicians are generally not allowed to teach in UME (as they would not have a faculty appointment). However, on a case-by-case basis, based on factors such as clinical experience and learner feedback, a Course Chair or Clerkship Director may recruit a Ward Physician to teach provided the teacher agrees to adhere to our faculty student-learner professionalism code of conduct and the Course Chair/Clerkship Director assumes responsibility for the interactions, including evaluations (in a manner similar to resident teachers).

    e. **Residents** are not required to obtain a faculty appointment when acting as teachers.

    f. On occasion, the Associate Dean, UME may permit exceptions to this policy (for a maximum of 3 years) for specific purposes.

Instructions/Forms **9** Details on the process can be obtained from individual Departments and/or the Dean's office.

Standards **10** **ACCREDITATION STANDARD 9.2**
A medical school ensures that supervision of medical students is provided throughout required clinical learning experiences by members of the medical school's faculty.

History **15** *Approved:* UME Management
UMEC

Effective: **May 25, 2012**