



FACULTY APPOINTMENTS - REQUIREMENTS

Departmental Policy

Authorizing Unit Undergraduate Medical Education Committee (UMEC) Management	Table of Contents: Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Special Situations 5 Responsibilities 6 Appendices 7 Procedures 8 Instructions/Forms 9 Standards 10 Parent Policy 11 Related Policies 12 Related Information 13 References 14 History 15
Classification Operations	
Approval Authority Associate Dean, Undergraduate Medical Education (UME)	
Implementation Authority Manager, Undergraduate Medical Education (UME)	
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- 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 CACMS Accreditation requirements.
- Scope** **2** This policy applies to all physicians who supervise medical students in a clinical learning environment, as per CACMS accreditation element 9.2 below. The Cumming School of Medicine (CSM) guidelines specify that a faculty appointment is required for all teaching within the UME except for the Career Exploration Program and Clerkship Electives.
- Definitions** **3** In this policy:
- a. UME means the Undergraduate Medical Education program at the Cumming School of Medicine, University of Calgary.
 - b. “MD” means Doctor of Medicine.
 - c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.

- d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
- e. CACMS: Committee on Accreditation on Canadian Medical Schools.
- f. College of Family Physicians of Canada (CFPC)
- g. Confidential means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network.
- h. Student Inactive Files refers to records about a former medical student.
- i. Student File refers to records about a current or former medical student held by UME.
- j. Medical Student Performance Report (MSPR) letters refers to the specific document compiled by the UME Administration team in preparation for CaRMS match.
- k. Canadian Resident Matching Service (CaRMS).
- l. FOIP refers to Alberta’s Freedom of Information and Protection of Privacy Act.
- m. Academic file refers to information pertaining to the MD curriculum, marks, rotation information etc.
- n. Non-academic file refers to information of a personal nature of the medical student.
- o. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administration Assistants and Coordinator and Program Supervisors.
- p. Student Academic Review Committee (SARC).
- q. Student Evaluation Committee (SEC).
- r. “Pre-Clerkship” means years one and two of the MD program.
- s. “Clerkship” means the third and final academic year of medical school.
- t. “Learning Management System” means a web-based system for curriculum management system in use is called OSLER.
- u. “OSLER” means Online Schemes, Learning and Education Resources.
- v. “IST” means Independent Study Time.
- w. “ITER” means In Training Evaluation Report, these are forms that are completed by preceptors after interacting with a student, either in a classroom (i.e. small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students’ performance.

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.
Special Situations	5	
Responsibilities	6	UME will ensure adherence to this policy
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Procedures	8	<ul style="list-style-type: none"> a. 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. b. Locum physicians who evaluate students will be expected to get faculty appointments. c. Clinical Scholars are required to obtain a Faculty Appointment. 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 and Clinical Fellows 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	<p><u>Accreditation Element 9.2</u></p> <p>A medical school ensures that supervision of medical students is provided throughout required clinical learning experiences by members of the medical school's faculty.</p>
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