

Departmental Policy

OBSERVING A MEDICAL DOCTOR PROGRAM COURSE

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- Purpose** 1 To provide a standard for all non-MD/Students/health care employees regarding observing a Course.
- Scope** 2 This policy applies to all courses and clerkships within the 3-year MD Program.
- Definitions** 3 In this policy:
a. UME stands for Undergraduate Medical Education
b. Non-MD Students/health care employees refers to all Nursing and Allied Health Care Professional students and/or employees.
- Policy Statement** 4 Requests must be approved by the Associate Dean or one of the Assistant Deans, UME.
- Special Situations** 5 Non-MD/students/health care employees are to obtain course/clerkship leader (or Department/Division Head) approval prior to obtaining UME approval.
- Responsibilities** 6 Approved Authority ensure appropriate rigor and due diligence in the development or revision of this policy.
- Implementation Authority ensures that UME staff are aware of and understand the implications of this policy and related procedures. Monitor compliance with the policy and related procedures. Regularly review the policy and related procedures to ensure consistency in practice.
- Appendices** 7

- Procedures** **8** Non-MD students/health care employees are:
- a. Not to take space away from a MD Student.
 - b. To receive Course Chair approval.
 - c. Not to attend examinations or activities that involve patients (real or standardized).
 - d. Allowed to receive small group information, but not attend small groups
 - e. To receive Associate Dean, UME approval prior to observing a course.

Instructions/Forms **9**

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Approved: Dr. Sylvain Coderre, Associate Dean – UME
 UME Management
 June 21, 2016