



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Associate Dean for Faculty Affairs
Responsible Office: Office of Faculty
Affairs
Most Recent Revision: 11/2022

POLICY ON APPOINTMENT OF TEACHING FACULTY IN MEDICAL STUDENT EDUCATION

Policy Statement

The George Washington University School of Medicine and Health Sciences (SMHS) faculty provide supervision of medical student learning experiences throughout the required clerkships.

Reason for Policy/Purpose

This policy outlines a process for ensuring that members of the SMHS faculty provide supervision of medical student learning experiences throughout the required clerkships in compliance with LCME standard 9.2.

Who Needs to Know This Policy

Faculty and staff

Policy and Procedures

Scope: This policy applies to all faculty who supervise medical students during the required clerkships.

Responsibilities/Requirements

Faculty who supervise/assess medical students in a required clerkship must have an SMHS faculty appointment. The Office of Faculty Affairs, in collaboration with the clerkship directors and department chairpersons, will conduct regular audits of teaching faculty. The audits will occur at the beginning of each academic year and every 60 days thereafter. The audit process is described below:

- At the request of the Office of Faculty Affairs (OFA), the Office of Medical Education will provide a list of all faculty who participate in the student evaluation system, MedHub.
- The Office of Faculty Affairs will verify faculty appointments and identify individuals who do not hold active faculty appointments.
- The Office of Faculty Affairs will provide each required clerkship with a status report on each faculty member.

- The clerkship director and/or department chair will notify individuals without faculty appointments in writing that they are not eligible to participate in the supervision of medical student learning experiences.
- The clerkship director and/or chairperson will confirm notification to the Office of Faculty Affairs.

Forms

Chairpersons and/or clerkship directors will work with the respective departments to submit the faculty appointment application where indicated.

Follow Up

Audit results are provided to the Associate Dean for Clinical Education, the Associate Dean for Faculty Affairs, and the Senior Associate Dean for MD Programs.

Definitions

- a) Faculty – refers to all physicians and other health care providers who are teaching and evaluating medical students and/or residents.
- b) Institution – refers to clinical training sites which are identified by the Dean of the SMHS as being a primary training site for medical students.
- c) Clerkships – refers to the required clerkships: Medicine, Surgery, OBGYN, Psychiatry, Primary Care, Pediatrics, Emergency Medicine, Neurology, and Anesthesiology

Who Approved This Policy

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Executive Committee of the SMHS Faculty Assembly

History/Revision Dates

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