



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Associate Dean for Faculty Affairs  
**Responsible Office:** Office of Faculty  
Affairs  
**Most Recent Revision:** 7/2021

## **POLICY ON APPOINTMENT OF TEACHING FACULTY IN MEDICAL STUDENT EDUCATION**

### **Policy Statement**

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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**

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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**

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Faculty and staff

### **Policy and Procedures**

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

#### **Responsibilities/Requirements**

Faculty who supervise medical students in a required clerkship must have a SMHS faculty appointment. The Office of Faculty Affairs, in collaboration with the clerkship directors and department chairpersons will conduct a bi-annual audit of teaching faculty.

Audits will be initiated in September and March of each year using the following process:

- At the request of the Office of Faculty Affairs (OFA), directors of all required clerkships will provide a current list of faculty participating in the supervision of medical students to OFA.
- Clerkship directors will provide the faculty list within 14 days of the request.
- The Office of Faculty Affairs will verify faculty appointments and identify individuals who do not hold an active faculty appointment.
- 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 provide confirmation of notification to the Office of Faculty Affairs.

## **Forms**

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

## **Follow Up**

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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**

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- 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 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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Barbara L. Bass, MD, Vice President for Health Affairs,

Dean, School of Medicine and Health Sciences, and

Chief Executive Officer, The Medical Faculty Associates

Yolanda C. Haywood, MD, Sr. Associate Dean for Diversity & Faculty Affairs (interim)

Richard Simons, MD, Senior Associate Dean for MD Programs

Nadia Cureton, Director, SMHS Faculty Affairs

Executive Committee of the SMHS Faculty Assembly

## **History/Revision Dates**

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Origination Date: 11/13/08

Amended Date: 2/27/14

Amended Date: 3/10/14

Amended Date: 7/2015

Last Amended Date: 07/23/2021