

Undergraduate Medical Education

Guest Teacher Procedure

Curricular Component: Procedure #CC-15P v1

Corresponding Policy: Policy #CC-15 v1

Lead Writer: Dr. A. Sanfilippo

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1.0 Procedures

- 1.1 The Course Director will obtain Curriculum Committee approval prior to the learning event.
- 1.2 The Course Director will discuss the objectives and content of the sessions being provided with the Guest Teacher in advance of the session.
- 1.3 The Course Director will provide the Guest Teacher with a copy of the School of Medicine Conflict of Interest Procedures and request any required disclosure for submission to the UGME Office.
- 1.4 All sessions provided by Guest Teachers will be attended by the Course Director, Year Director, or a Faculty member teaching in the course.
- 1.5 All sessions provided by Guest Teachers will be reviewed by students.