

# Undergraduate Medical Education

## Guest Teachers Policy

*Curricular Component: Policy #CC-15 v3*

*Supersedes: Policy #CC-15 v2*

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*Forwarded to SOMAC: TBA*

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*March 18, 2015 (original)*

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### 1.0 Preamble

1.1 It may occasionally be advantageous to request non-affiliated Guest Teachers to participate in formal learning events within the curriculum. This is usually for the purpose of providing teaching content in which that individual has particular expertise or personal experience that is relevant to a particular topic or learning objective. In such cases, it is important that the undergraduate program ensure such individuals are appropriately qualified and free of any conflicts of interest.

### 2.0 Scope

- 2.1 Any individual participating in undergraduate teaching sessions who does not hold an appointment with the School of Medicine through one of its affiliated Departments.
- 2.2 Patients, standardized patients, or panel members who are invited to speak to their illness experience in the context of a faculty members teaching session, are not the subject of this policy.

### 3.0 Requirements

- 3.1 All Guest Teachers be approved by the Curriculum Committee in advance of their teaching sessions.
- 3.2 That approval should follow nomination by appropriate Course Director, which should address the following:
- 3.2.1 Educational rationale for the invitation.

- 3.2.2 Qualifications of the individual being nominated.
- 3.2.3 Disclosure and approval of any costs incurred.
- 3.2.4 A declaration regarding any conflicts of interest, as defined by the FHS policy.