

MD Program

Guest Teacher Procedure

Curricular Component: Procedure #CC-15P v2

Corresponding Policy: Policy #CC-15 v4

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Effective Date: September 16th, 2022



1.0 Procedures

- 1.1 The Course Director will obtain Curriculum Committee approval prior to the learning event.
 - 1.1.1 The Course Director will complete the *Guest Teacher Approval Request Form*, Appendix A, and email it to the Curriculum Committee Secretary
 - 1.1.2 It is the responsibility of the Course Director to submit the request to Curriculum Committee with sufficient lead time to consider approval prior to the scheduled learning event.
- 1.2 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 Curriculum Committee on the *Guest Teacher Approval Request Form*
- 1.3 Following Curriculum Committee consideration of the request, the Curriculum Committee Secretary will communicate the decision to the Course Director
 - 1.3.1 For “Yes” decisions, the Course Director can proceed with the scheduled learning event
 - 1.3.2 For “No” decisions, the Course Director must make alternative arrangements for the scheduled learning event. If there is sufficient lead time, the Course Director may resubmit the request with additional information/rationale for reconsideration by Curriculum Committee.
- 1.4 The Course Director will discuss the objectives and content of the sessions being provided with the approved Guest Teacher in advance of the session.
- 1.5 Students will have an opportunity to provide feedback on any Guest Teacher sessions via the relevant course evolution survey. Course Directors may also choose to collect specific feedback on Guest Teacher sessions via other methods as may be helpful for them to determine effectiveness of the session.

Appendix A

Queen's University MD Program Guest Teacher Approval Request Form
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Guest Teacher Name:	
Course:	Learning Event Date:
Requested by (Course Director's name):	

Educational rationale for the invitation (Policy #CC-15 v4 1.1.1):
Qualifications of the individual being nominated as Guest Teacher (Policy #CC-15 v 4 1.1.2):
Disclosure and confirmation of approval of any costs incurred (Policy #CC-15 v 4 1.1.3):
Declaration regarding any conflicts of interests (Policy #CC-15 v 4 1.1.4):