

MD Program

Guest Teacher Policy

Curricular Component: Policy #CC-15 v4

Supersedes: Policy #CC-15 v3

Approved by Curriculum Committee: August 11, 2022

Approved by MD PEC: October 5, 2022

Previous versions:

- *November 28th, 2019 (v3)*
- *November 12, 2015 (v2)*
- *March 18, 2015 (original)*

Effective Date: October 5, 2022



1.0 Preamble

1.1 It may occasionally be advantageous to request Guest Teachers who do not have a Queen's affiliation to participate in formal learning events within the curriculum. This is usually for the purpose of providing teaching content in which that individual has 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 leading an MD Program learning event, **without** an MD Program faculty member present, who does not hold an appointment with (1) the School of Medicine through one of its affiliated Departments, (2) the Queen's Faculty of Health Sciences (QHS), and/or (3) another Queen's Faculty, School, or Department **OR** is not in a Queen's administrative position whose duties include facilitating presentations for students (e.g. staff from the Human Rights and Equity Office).

2.2 Other health professionals who are team-teaching with a faculty member are not the subject of this policy.

2.3 Patients, standardized patients, or panel members who are invited to speak to their illness experience in the context of a faculty member's 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.