

	Clinical and Academic Policy	
	Policy Title	Preparation to Teach
	Policy Number	OME-900.20
	Department/Office	Office of Medical Education
	Effective Date	May 11, 2017
	Last Reviewed	May 11, 2017
	Approved By	Executive Medical Education Committee
	Approval Date	April 10, 2025

Purpose

To ensure that all Weill Cornell Medicine (WCM) faculty and graduate medical education trainees (residents and fellows) who participate in supervision or assessment of WCM medical students are aware of the learning objectives and relevant institutional policies related to their role as teachers and assessors.

Scope

The policy applies to all WCM Workforce Members, including non-faculty instructors, residents and fellows who supervise or assess WCM medical students at all teaching sites.

Policy

Teaching and assessment of medical students is a core responsibility of both faculty and graduate medical education trainees. Specific preparation for teaching is required to ensure that all instructors can deliver core curricular content, assess student performance and perform teaching functions commensurate with the policies of WCM.

All WCM faculty and graduate medical education trainees who supervise and assess WCM medical students at both the main campus and at affiliate clinical teaching sites must review the following information before they begin their roles in teaching and assessment:

1. Professionalism Policy
2. Student Mistreatment Policy
3. Antidiscrimination Policies
4. Attendance Policy
5. Faculty Evaluator and Students as Patients Policy
6. Student Course and Duty Hours Policy
7. Medical Education Program Learning Objectives
8. Course and Clerkship learning objectives related to the teaching role
9. Clerkship Required Clinical Encounters
10. Clerkship Grading Rubric and Student Performance Evaluation Form
11. Pre-clinical course summary of methods of assessment
12. Clinical Supervision Policy
13. Technical Standards
14. Security, Student Safety and Disaster Preparedness Policies

The information is provided in an online module called the Preparation to Teach module. All faculty and graduate medical education trainees who supervise and assess WCM medical students are required to complete the module before they teach and/or assess students. The module requires both review of the materials as well as attestation that it was reviewed. The module is developed and maintained by the Office of Curriculum.

Faculty

The module is delivered by Office of Faculty Affairs (OFA) through the faculty appointment or renewal letter. The letter contains a link to the module that must be completed, with required attestation. Enforcement of completion of the module is the responsibility of the department chairs, with oversight by the OFA and Office of Medical Education (OME) and is monitored annually by the Longitudinal Clinical Curriculum Subcommittee.

Graduate Medical Education Trainees

The module is delivered by the Graduate Medical Education Office as part of required onboarding. Trainees may not begin their roles until they complete required onboarding, which includes the Preparation to Teach Module. Enforcement of completion of the module is the responsibility of the Graduate Medical Education Office and is monitored annually by the Longitudinal Clinical Curriculum Subcommittee.

Non-Faculty Instructors in the Pre-Clinical Curriculum

In the pre-clinical curriculum, non-faculty and non-resident/fellow instructors who, by virtue of their non-faculty role, do not complete the Preparation to Teach Module are required to review course level learning objectives and a summary of the methods of assessment in the course(s) in which they teach. This content is developed and delivered to non-faculty instructors by the foundational curriculum office through an online process that requires an attestation. Enforcement of completion of the module is the responsibility of the Assistant Dean, Foundational Curriculum and completion is monitored annually by the Longitudinal Science Curriculum Subcommittee.

Definitions

Workforce Members – Any faculty, staff, students, volunteers, trainees, and other individuals whose conduct is under the direction and control of WCM, whether or not they are compensated by WCM.

Compliance with this Policy

Compliance with this policy overall is monitored by the Executive Medical Education Committee (EMEC). Annually, the Office of Curriculum presents EMEC with the process used to fulfill this standard and the Longitudinal Clinical Curriculum Subcommittee reports on compliance to EMEC annually.

For residents and fellows, the graduate medical education office ensures compliance with the policy by requiring preparation to teach during onboarding and annual hospital training.

For faculty, the OFA and the OME ensure compliance through the relevant departments who monitor compliance locally and enforce completion.

For non-faculty instructors, the Assistant Dean, Foundational Curriculum ensures completion.

Contact Information

WCM Office of Curriculum: curriculum@med.cornell.edu

WCM Office of Faculty Affairs: facultyaffairs@med.cornell.edu

References

LCME standards 3.4, 3.5, 3.6, 5.7, 6.1, 6.2, 8.7, 8.8, 9.1, 9.2, 9.3, 9.8, 10.5, 12.4, 12.5

[University Policy 6.4 - Prohibited Bias Discrimination Harassment and Sexual Related Misconduct](#)

WCM Policy OOP-100.01 – Policy on Professionalism

Policy Approval

This policy was reviewed and approved by the Executive Medical Education Committee on April 10, 2025.

Version History

Date	Author	Revisions
May 11, 2017	Office of Medical Education	Original date of issue.
April 10, 2025	Office of Medical Education	Substantially updated: Transferred to new policy template and assigned policy number, "OME-900.20." Reviewed and updated to align with LCME standards.

Appendix

N/A