CAAM-HP Medical Education Database

# Section V – Educational Resources

##

## [Name of School]

## [Date of submission]

**GUIDELINES FOR SCHOOLS**

This data base section has been prepared as an editable template in Microsoft Word format

Shaded text boxes and tables are provided as guidelines for entering text in response to each item.

Where additional documents are requested, a place has been provided for the school to indicate a reference to an appendix

In some cases, tables may need to be expanded or duplicated and column or row headings may need to be adjusted to conform to terminology used by the school

Schools should make every effort to be concise in their responses while ensuring that each required item is addressed adequately

##### Part A: Key Quantitative Indicators

For the most recently completed fiscal year

1. Total revenues (in millions, one decimal place)
2. Revenue from tuition fees

1. Revenue from research grants
2. Other revenue (contracts, professional fees, electives etc.)
3. Total expenditures (in millions, one decimal place)

(State currency)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part B. Narrative Data and Tables**

**ER-1 CAAM-HP must be notified of plans for or the implementation of any substantial change in the number of students enrolled or in the resources of the institution, including the faculty, physical facilities access to clinical facilities or the budget.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Indicate any plans or expectations to increase or decrease enrolment, or to substantially change institutional resources during the next three years.

**ER-2 The current and anticipated financial resources of a medical school must be adequate to sustain a sound programme of medical education and to accomplish other institutional goals.**

*The costs of conducting an accredited programme leading to the MB.MS / MD degree should be supported from diverse sources, including tuition, endowments, support from the parent university, covenants, grants from organisations and individuals, and appropriations by government.*

*Evidence for compliance with this standard will include documentation of adequate financial reserves to maintain the educational programme in the event of unexpected revenue losses, and demonstration of effective fiscal management of the medical school budget. This information can be submitted under confidential cover.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List the sources of the school’s income.

**ER-3 Pressure for institutional self-financing must not compromise the educational mission of the medical school nor cause it to enrol more students than its total resources can accommodate.**

*Reliance on student tuition should not be so great that the quality of the programme is compromised by the need to enrol or retain inappropriate numbers of students or students whose qualifications are substandard.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Provide a revenue and expenditure summary for the current fiscal year (based on budget projections) and for each of the past three fiscal years. *See also Part A this section.*

|  |  |
| --- | --- |
| Appendix reference  |  |
| Not available |  |

1. Provide the audited statements of account for the last three years.

|  |  |
| --- | --- |
| Appendix reference  |  |
| Not available |  |

**ER-4 A medical school must have, or be assured the use of, buildings and equipment appropriate to achieve its educational and other goals. These include:**

* Offices for faculty, administrators, and support staff;
* Teaching laboratories and other space appropriate for the conduct of research; and space for the humane care of animals when animals are used in teaching or research;
* Student classrooms and laboratories; lecture hall(s) sufficiently large to accommodate a full year’s class and any other students taking the same courses; an adequate number of small group discussion rooms;
* Space for student use, including student study space;
* Space for library and information access;
* Clinical skills and simulation facilities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete a table of teaching facilities like that below for each building where medical students regularly take classes, including labs. Do not include classrooms located in clinical facilities.

|  |  |
| --- | --- |
| **Name of Building:**  |  |
| **Year Constructed:**  |  |
| **Type of Room\*** | **Seating Capacity** | **Main Educational Use(s)\*\*** |
|   |  |  |
|  |  |  |
|  |  |  |

\*Lecture hall, science lab, conference room, small-group discussion room, etc. (If several rooms of similar type and seating capacity are used, simply indicate total number of such rooms in parentheses.)

\*\*Lectures, small-group discussion, dissection, wet labs, slide study, etc.

1. Who is responsible for scheduling and coordinating the use of these facilities? Are the facilities shared with other educational programmes? Describe any recurrent problems or shortcomings.
2. Describe any special facilities for learning physical examination skills or conducting standardized patient exams or OSCEs; do not include physical examination rooms (for patient care) located in hospitals or clinics, unless they have been modified significantly for educational purposes. Note any recurrent problems or shortcomings with such facilities.
3. Complete a table like that below showing the number of faculty offices, research labs, and net square footage for each academic department of the medical school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department Name** | **No. Offices** | **Total Net****Sq. Ft.** | **No. Research****Labs** | **Total Net****Sq. Ft** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ER-5 Appropriate security systems must be in place at all educational sites.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe the system of security for the medical school campus and at affiliated hospital/clinical sites.

1. Describe the school’s policies for preparing for and for dealing with emergencies or disease outbreaks.

**ER-6 The medical school must have, or be assured use of, appropriate resources for the clinical instruction of its medical students.**

*Clinical resources should be sufficient to ensure breadth and quality of both ambulatory and bedside teaching. They include adequate numbers and types of patients (acuity, case mix, age, gender, etc.) as well as physical resources for the treatment of illness, the prevention of disease and the promotion of health.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List each inpatient teaching site where your students take one or more of the listed required clerkships\* and indicate the clerkship(s) offered:

|  |  |
| --- | --- |
| **Facility Name** | **(check)** |
| **Family Medicine** | **Internal****Medicine** | **Ob/Gyn** | **Paediatrics** | **Psychiatry** | **Surgery** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\* If the school offers major core clerkships in different subjects (e.g., Interdisciplinary Primary Care, Women’s and Children’s Health, etc.) please modify the headings accordingly.

1. For each site listed in the preceding table, provide the following information:

**Facility Name:**

**Name of Chief Executive Officer:**

**Year Appointed**:

|  |  |
| --- | --- |
| Number of beds in use |  |
| Average occupancy rate |  |
| Average length of stay |  |
| Number of annual admissions |  |
| Number of outpatient visits/year |  |
| Number of ER visits per year |  |
| Annual autopsy rate |  |

1. For each site listed in (a) above, complete the following table:

|  |  |
| --- | --- |
| **Facility Name:**  |  |
| **Clinical Service** | **Number of Beds** | **Avg. Daily Census** | **Number of Students per Year** |
| **School’s Medical Students** | **Visiting Medical Students** | **Allied Health Students** | **Nursing Students** |
| Family Medicine |  |  |  |  |  |  |
| Internal Medicine |  |  |  |  |  |  |
| Obstetrics/Gynaecology |  |  |  |  |  |  |
| Paediatrics |  |  |  |  |  |  |
| Psychiatry |  |  |  |  |  |  |
| Surgery |  |  |  |  |  |  |

1. Complete the following table for each ambulatory site\* used for required medical student education:

|  |  |
| --- | --- |
| **Site Name and Location:** |  |
| **Course/Clerkship Offered** | **Academic****period (Yr.)****offered** | **Duration****(weeks)** | **No. Students****per Rotation** | **Tot. annual****patient visits** | **Tot. annual****visits involving****med students** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*If groups of doctors’ offices or preceptor sites are used, such entities can be described collectively instead of being listed individually.

**ER-7 A hospital or other clinical facility that serves as a major site for medical student education must have appropriate instructional facilities and information resources.**

*Appropriate instructional facilities include areas for individual student study, for conferences, and for large group presentations such as lectures.*

*Sufficient information resources, including library holdings and access to other library systems, must either be present in the facility or readily available in the immediate vicinity.*

*A sufficient number of computers are needed that allow access to the Internet and to other educational software.*

*Call rooms and lockers, or other secure space to store personal belongings, should be available for student use.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each clinical facility where one or more students takes a required core clerkship,

1. Check each of the following that are available to your school’s medical students:

|  |  |
| --- | --- |
| **Facility Name:**  |  |
|  | Library |
|  | Lecture/conference room(s) |
|  | Study area(s) |
|  | Computers or terminals for educational use |
|  | Call room(s) |
|  | Shower/changing area |
|  | Lockers |

1. Comment on the adequacy of library facilities, interactive databases, Internet access to educational materials, and teaching facilities.

**ER-8 Required clerkships should be conducted in health care settings where staff in accredited programmes of graduate medical education under faculty guidance, participate in teaching in students. It is understood that there may not be junior staff at some community hospitals, community clinics, and the offices of community-based physicians. In that case, medical students must be adequately supervised by attending staff.**

1. Complete a table like the following for each clinical facility where your students take one or more required clerkships

|  |  |
| --- | --- |
| **Facility Name:**  |  |
| **Clerkship(s) offered** | **Number of junior staff available to teach medical students** | **Postgraduate programme****accreditation status** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**ER-9 There must be written and signed affiliation agreements between the medical school and its clinical affiliates that define, at a minimum, the responsibilities of each party related to the educational programme for medical students.**

*Written agreements are necessary with hospitals or clinics that are used regularly as inpatient care sites for core clinical clerkships. Additionally, affiliation agreements may be warranted with other clinical sites that have a significant role in the clinical education programme.*

*Affiliation agreements should address, at a minimum, the following areas:*

* *The assurance of student and faculty access to appropriate resources for medical student education.*
* *The primacy of the medical school over academic affairs and the education / assessment of students.*
* *The role of the medical school in appointment / assignment of faculty members with responsibility for medical student teaching.*
* *Specification of the responsibility for treatment and follow-up when students are exposed to infectious or environmental hazards or other occupational injuries.*
1. For each clinical training site where students take one or more required core clerkships, provide a copy of the current affiliation agreement with the medical school. (Do not include sub-speciality, widely-dispersed, elective or purely ambulatory clerkships)

|  |  |
| --- | --- |
| Copies of affiliation agreements can be found in Appendix |  |

**ER-10 If department heads of the school are not the clinical service chiefs, the affiliation agreement must confirm the authority of the department head to assure faculty and student access to appropriate resources for medical student education. The CAAM-HP should be advised of anticipated changes in affiliation status of a programme's clinical facilities.**

1. Indicate how the school meets this standard and whether there are plans for changes in any of the existing affiliation agreements.

**ER-11 In the relationship between the medical school and its clinical affiliates, the educational programme for medical students must remain under the control of the school's faculty.**

Regardless of the location where clinical instruction occurs, department heads and faculty must have authority consistent with their responsibility for the instruction and assessment of medical students.

The responsibility of the clinical facility for patient care should not diminish or preclude opportunities for medical students to undertake patient care duties under the appropriate supervision of medical school faculty and junior staff / residents.

1. Indicate how the school meets this standard.

**ER-12 The medical school must have access to a well-maintained library and information facilities, sufficient in size, breadth of holdings, and information technology to support its education and other missions.**

There should be physical or electronic access to leading biomedical, clinical, and other relevant periodicals, the current numbers of which should be readily available. The library and other learning resource centres must be equipped to allow students to access information electronically, as well as to use self-instructional materials.

1. Briefly summarize the library facilities and IT services available and how they support the students and the mission of the school.
2. Complete the following table, as appropriate, for the library and information technology services.

|  |  |  |
| --- | --- | --- |
|  | Library | IT Services |
| Total user seating capacity |  |  |
| Photocopying facilities (yes/no) |  |  |
| Audio-visual services (yes/no) |  |  |
| Number of small group study rooms |  |  |
| Number of individual study carrels |  |  |
| Number of public workstations |  |  |
| Number of computer classrooms/labs |  |  |
| Total seating in computer classrooms/labs |  |  |
| Wired network connections (yes/no) |  |  |
| Wireless connectivity (yes/no) |  |  |

1. Complete the following table showing library holdings for the current and previous year:

|  |  |  |
| --- | --- | --- |
|  | **Current Year** | **Previous year** |
| Journal subscriptions (print) |  |  |
| Journal subscriptions (electronic) |  |  |
| Book titles (print) |  |  |
| Book titles (electronic) |  |  |
| Educational software titles |  |  |
| Electronic Databases  |  |  |
| Other holdings (specify) |  |  |
| Total expenditure on holdings |  |  |

1. Provide usage data, if available, for library study space, audio-visual resources, and public access computing equipment for faculty and residents.
2. Describe the methods to provide faculty and students with access to library and information resources from off-campus sites.

**ER-13 The library and information services staff must be responsive to the needs of the faculty, junior staff / residents and students of the medical school.**

Professional staff should supervise the library and information services, and provide instruction in their use. The library and information services staff should be familiar with current international, regional and national information resources and data systems, and with contemporary information technology.

Both school officials and library / information services staff should facilitate access of faculty, residents, and medical students to information resources, addressing their needs for information during extended hours and at dispersed sites.

1. Provide the name and year of appointment of the chief librarian and director of IT services.

|  |  |  |
| --- | --- | --- |
| **Post** | **Name** | **Year****Appointed** |
| **Chief Librarian** |  |  |
| **Director of IT Services** |  |  |

1. Describe the mechanisms used to assure the ongoing professional skills of the library and information technology staff.
2. Complete the following table describing staffing for the library and information technology services units.

|  |  |  |
| --- | --- | --- |
|  | **Library** | **IT Services** |
| Professional staff |  |  |
| Technical staff |  |  |
| Regular Clerical/support staff |  |  |
| Student or hourly support staff |  |  |

1. Indicate the hours in which the library and public access computers are available to faculty and students during the academic year.

|  |  |
| --- | --- |
| Weekdays |  |
| Weekends |  |

**END OF SECTION V**