

CAAM Medical Education Database

SECTION V. EDUCATIONAL RESOURCES

Part A: Key Quantitative Indicators

For the most recently completed fiscal year
CAAM Annual Medical Questionnaire 15.

a. Total revenues (in millions, one decimal place)

b. Tuition fees

c. Research grants

d. Contracts, professional fees, revenue from electives etc.

e. Total expenditures (in millions, one decimal place)

Part B. Narrative Data and Tables

ER-1. *The CAAM must be notified of any substantial change in the number of students enrolled or in the resources of the institution, including the faculty, physical facilities or the budget.*

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

ER-2. *The present 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, earnings by the faculty, support from the parent university, covenants, grants from organizations 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.

ER-3. *Pressure for institutional self-financing must not compromise the educational mission of the medical school nor cause it to enroll 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 enroll or retain inappropriate numbers of students or students whose qualifications are substandard.

See CAAM Annual Medical Questionnaire 14.

a. 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.*

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

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

The medical school facilities should include offices for faculty, administrators, and support staff; laboratories and other space appropriate for the conduct of 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; space for student use, including student study space; space for library and information access; and space for the humane care of animals when animals are used in teaching or research.

a. 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.

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.

b. Who is responsible for scheduling and coordinating the use of these facilities? Are the facilities shared with other educational programmes? Describe any recurrent problems.

c. 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.

d. 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 should be in place at all educational sites.*

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

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 ambulatory and bedside teaching. This includes adequate numbers and types of patients (acuity, case mix, age, gender, etc) as well as physical resources.

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

Facility Name (list)	(check)					
	Family Medicine	Internal Medicine	OB/ Gyn	Paediatrics	Psychiatry	Surgery

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

b. 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	

c. 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			
			Your Medical Students	Visiting Medical Students	Allied Health Students	Nursing Students
Family Medicine						
Internal Medicine						
Obstetrics/Gynaecology						
Paediatrics						
Psychiatry						
Surgery						

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

Site Name and Location:					
Course or Clerkship Offered	Academic Period (Year) When Offered	Duration (weeks)	No. Students per Rotation	Total Annual Patient Visits	Total 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 (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,

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

Facility Name:	
<input type="checkbox"/>	Library
<input type="checkbox"/>	Lecture/conference room(s)
<input type="checkbox"/>	Study area(s)
<input type="checkbox"/>	Computers or terminals for educational use
<input type="checkbox"/>	Call room(s)
<input type="checkbox"/>	Shower/changing area
<input type="checkbox"/>	Lockers

b. 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 the 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.

Complete the following table 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 that are used regularly as inpatient 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 topics:

- 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/evaluation 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.*

If department heads of the school are not also the clinical service chiefs at affiliated institutions, 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 should be advised of anticipated changes in affiliation status of a programme's clinical facilities.

ER-10. *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 evaluation 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 residents.

For each clinical teaching site where students take one or more required core clerkships,* insert a copy of the current affiliation agreement with the medical school.

*Does not include sub-specialty or widely dispersed, purely ambulatory clerkships (e.g., at individual preceptor offices).

ER-11. *The medical school must have access to 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.

a. Give the name and year of appointment for the directors of the library and IT services unit, and the title of the person to whom each reports. Note any other schools or programmes served by each.

b. Briefly summarize any campus-wide or consortium agreements that extend the library's access to information resources. How does the library interact with other university and affiliated hospital libraries?

c. Briefly summarize any campus-wide or consortium agreements that extend the information technology service unit's access to information resources (e.g., university data network, Internet-2 connection). How does the IT unit interact with university and affiliated hospital information networks?

d. Complete the following table, as appropriate, for the library and information technology services unit:

	Library	Info. Services	Technology
Total user seating			
Number of photocopiers			
Audiovisual services (yes or no)			
Number of small-group study rooms			
Number of individual carrels available to medical students			
Number of public workstations			
Number of computer classrooms			
Total number of seats in computer classrooms			
Network connections available in computer classrooms? (yes or no)			

e. Complete the following table showing library holdings for the current and preceding two years:

	Current Year	One Year Ago	Two Years Ago
Journal Subscriptions (Print)			
Journal Subscriptions (Electronic)			
Book Titles (Print)			
Book Titles (Electronic)			
Audiovisual Titles			
Educational Software Titles			
Databases			
Other Holdings (specify)			
Total Expenditures for Holdings			

f. Indicate the number of items borrowed or received from other libraries or document delivery services during the most recent academic year on behalf of users.

ER-12. *The library and information services staff must be responsive to the needs of the faculty, junior staff/residents and students of the medical school.*

A 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 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.

a. Complete the following table describing FTE staffing for the library and information technology services units:

	Library	Info. Technology Services
Professional staff		
Technical specialists or para-professionals		
Clerical support staff		
Student or hourly support staff		

b. Describe the mechanisms used to assure the ongoing professional skills of the library and information technology staff.

c. Describe how the library and information technology services unit support medical education, both individually and jointly. How do they interact with other education support units (e.g., office of medical education or curriculum planning group)?

d. Provide usage data, if available, for library study space, audiovisual resources, and public access computing equipment for faculty and residents.

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

f. Describe the methods to provide faculty and students with access to library and information resources from off-campus sites.

END OF SECTION V