

Title:	Student Physical Examination of Clinical Teaching Associates, Standardized Patients and Volunteer Patients	Number:	027
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	August 16, 2021	Next Review:	June 2024
Effective Date:	September 1, 2021		
Audience:	Students, faculty and staff who interact with clinical teaching associates, standardized patients and volunteer patients		
Purpose:	To provide a uniform approach to students' physical examination of clinical teaching associates, standardized and volunteer patients and to outline procedures should an adverse event occur		
Related Policies & Procedures:	<ol style="list-style-type: none"> 1. Students Examining Student Volunteers in Y1&2 Clinical Skills - 043 2. UBC Policy #3 - Discrimination & Harassment 3. Policy & Process-to-Address-Unprofessional-Behavior-Including-Harassment-Intimidation in the Faculty of Medicine 4. Professional Standards for Learners and Faculty Members in the Faculties of Medicine and Dentistry at the University of British Columbia 5. Blood & Bodily Fluids Exposure Protocol 		
Exclusions:	None		
Calendar Statement:	None		
Contact:	Director, Curriculum		

Preamble

Students will have direct physical and verbal contact with clinical teaching associates, standardized patients, and volunteer patients (collectively referred to as "Participants") to learn how to perform required medical procedures and skills and also for assessment of their clinical and communications skills during OSCEs and similar assessments.

The Faculty of Medicine (FoM) will make every effort to protect students, Participants, faculty supervisors and program staff from exposure to unnecessary medical risk or situations of conflicts of interest. Public Health recommendations for universal infection control must be used at all times during clinical experiences, teaching sessions, and OSCEs.

Definitions

Clinical Teaching Associate	An individual who is trained to provide teaching and feedback to students in the UGME program, on how to perform examinations of any of the breast, pelvis, rectum and/or genitalia. CTAs allow students to examine them. CTAs guide and provide feedback to students during these sensitive examinations. CTAs are also trained to provide feedback to students on communication skills and how to establish rapport with patients during these sensitive examinations.
Conflict of Interest	Conflict of interest exists in situations where any of the student, clinical teaching associate, standardized patient, volunteer patient, supervisor, OSCE or similar examiner is a) related by blood or marriage; b) is or has been in a significant business or social relationship; or c) where a conflict of interest has been previously identified.
Objective Structured Clinical Examination (OSCE)	An assessment modality designed to objectively assess students' knowledge, skills and attitudes in a simulated clinical environment with multiple assessors and domains.

Participants	Volunteer patients, standardized patients and clinical teaching associates taking part in teaching and/or assessment sessions for medical students in the UBC Faculty of Medicine MD Undergraduate Program.
Standardized Patient	An individual who is trained to portray a role, clinical problem or situation for the purpose of teaching and/or assessing students in UGME.
Supervising Physician/ Preceptor	A physician who provides supervised practice-based training in which the learner is immersed in the practitioner’s practice for a defined period of time. The supervising physician/preceptor [“supervisor” in this context] may be a resident.
Volunteer Patient	Volunteer patients are members of the general public who contribute to the education of medical students by participating “as themselves” in teaching sessions. They are not actors portraying conditions.

Policy

1. Pedagogical requirements of the MD Undergraduate Program (MDUP) will inform the selection and scheduling of Participants for student learning activities and assessments.
2. Participants will be required to read and sign the FoM’s standard Conduct Agreement and Waiver before participating as a volunteer patient, standardized patient, or clinical teaching associate.
3. Participant interactions with students will be supervised by a tutor appointed by the FoM.
4. The Participant is free at any time to stop a training session, physical examination or other student encounter and to decline further participation in the training, teaching or assessment session.
5. Public Health recommendations for universal infection control precautions must be followed at all times.
6. No medical advice will be given. No blood or other samples will be taken. Other than the use of non-diagnostic ultrasound during specifically designated sessions, no X-rays or other tests will be performed. No medications will be dispensed.

Procedures

1. Adverse or Unanticipated Events

Should adverse or unanticipated events occur, supervisors and students will follow the procedures as outlined below:

1.1. Participant Injury as a Result of Examination

Although rare, there is a risk of complications from physical examination. In the event a Participant experiences complications from the physical examination, the supervisor will advise the Participant to seek treatment from the Participant’s health care provider or to seek treatment at a walk-in clinic. The supervisor will inform the patient program coordinator/manager so the incident can be documented and follow up can take place with the Participant.

1.2. Blood and Bodily Fluids Exposure

Should a student, supervisor or staff member be exposed to blood or bodily fluids during his/her contact with a Participant, he/she must follow the UBC [Blood & Bodily Fluids Exposure Protocol](#).

Should a Participant be exposed to blood or body fluids during an examination, he/she should be directed to the Emergency Department for advice on minimizing risk associated with such exposure.

2. Abnormal or Suspicious Finding

If any abnormal findings are discovered or confirmed by a faculty supervisor in the course of a history taking or physical examination, or OSCE, the supervisor will offer the Participant the option to have those findings communicated to the Participant's primary care provider or to a health care provider of the Participant's choice.

3. Obligation to Report

The *Child, Family and Community Service Act (CFCSA)* requires that anyone who has reason to believe that a child or youth has been or is likely to be abused or neglected, and that the parent is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to a child welfare worker. See the Ministry of Child and Family Development's [Child Abuse Prevention Handbook](#).

4. Conflict of Interest

If a conflict of interest, as defined above, is identified prior to the start of a training or teaching session or assessment, the Participant or supervisor should report it to program staff and request to be placed with a different student, group, or supervisor wherever possible.

If the conflict of interest is not identified before the start of a teaching session or assessment, the following steps must be taken:

- 4.1. In a teaching session where the conflict of interest involves a student:
 - 4.1.1. Student identifies the conflict of interest to the supervisor
 - 4.1.2. Student excuses themselves and exits the examination room
 - 4.1.3. Student advises program staff immediately
 - 4.1.4. Program staff confirms the presence of conflict of interest, with assistance from the site director if necessary, and reassigns student to another group

- 4.2. In a training or teaching session where the conflict of interest involves a Participant and supervisor:
 - 4.2.1. Participant or supervisor identifies the conflict of interest
 - 4.2.2. Participant excuses themselves and exits the examination room
 - 4.2.3. Participant advises relevant program staff immediately
 - 4.2.4. Program staff confirms the presence of conflict of interest, with assistance from the site director if necessary, and reassigns Participant to another group

- 4.3. In an OSCE or similar assessment

If, during an OSCE exam or similar assessment, a student, standardized patient or examiner identifies a conflict of interest, the following steps must be taken:

 - 4.3.1. Student exits the station immediately and aborts that particular station
 - 4.3.2. Student informs the OSCE staff
 - 4.3.3. Staff makes alternate arrangements for that specific station



Review History

Action	Committee	Date	Status
Review	MD Undergraduate Education Committee	19 December 2016	Approved
Review	Policy Advisory Subcommittee	24 June 2021	Endorsed
Review	Legal Counsel	5 July 2021	Endorsed
Review	Undergraduate Medical Education Committee	16 August 2021	Approved