



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Lunch and Learn Policy**

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| Policy Replaces a Previous Policy (this includes change in policy name): <input type="checkbox"/> Yes/ <input checked="" type="checkbox"/> No |
| If so, list name of previous policy (include policy number if different): |
| Policy Number (issued by the Office of Academic Affairs upon final approval): ADMIN-0323-29 |
| Policy Owner (Individual, Department, or Committee/Chair): Raegan Goodson / Student Affairs Coordinator and Deidre Pierce, MD / Associate Dean for Student Affairs |
| Committees, Departments, or Individuals Responsible for Implementation: Raegan Goodson / Student Affairs Coordinator and Deidre Pierce, MD / Associate Dean for Student Affairs |
| Original Approval Date and Who Approved by: 3/9/2023 – Deidre Pierce, MD / Associate Dean for Student Affairs |
| Effective Date(s): 3/9/2023 |
| Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee): |
| Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner): |
| Exemption(s) to Policy (date, by what committee or individual, and brief description): |
| LCME Required Policy: <input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No |
| If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement): |
| 11.2 Career Advising |
| A medical school has an effective career advising system in place that integrates the efforts of faculty members, clerkship directors, and student affairs staff to assist medical students in choosing elective courses, evaluating career options, and applying to residency programs. |
| <i>All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.</i> |
| Date of Review: |
| Revisions Made: <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| If yes, list revisions made: Revisions Require Approval by Policy Owner: <input type="checkbox"/> Yes/ <input type="checkbox"/> No |

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Policy Statement:

“Lunch and Learns” are part of the Career Development Curriculum for M1 and M2 students. They will cover topics or pathways related to career development in medicine and be led by a guest speaker/faculty member who specializes in the subject or specialty. They will be scheduled during lunch or in the evening to allow for student participation between or after classes.

Student Interest Groups are allowed to have one (1) “Lunch and Learn” per semester that will be funded by the Office of Student Affairs. Student Interest Groups may request one (1) additional “Lunch and Learn” per semester with funding based on availability. Students who request a “Lunch and Learn” for an interest group must complete the form provided by the Office of Student Affairs to request the session with the following details:

- a. Requested date of the event
- b. Title of proposed event
- c. Name and email of organizer, name of Interest Group
- d. Name and contact of guest speaker/faculty member presenting at the event, and objectives of the session.

M2 students are required to attend three (3) “Lunch and Learn” sessions, as part of their Career Development curriculum. Failure to comply with the required attendance will result in a professionalism report being filed with appropriate action based on the Professionalism Policy.

Purpose of Policy:

The purpose of the Lunch and Learn Policy is to define a structure for the “Lunch and Learn” sessions and to provide the purpose and requirements for the sessions.

Scope of Policy (applies to):

The policy applies to M1 and M2 students, with only M2 students having required attendance.

Policy Activities:

1. Sessions are created by the Office of Student Affairs Coordinator for the Career Development curriculum.
2. Sessions can be requested by Student Interest Groups once per semester by filling out a request form.
3. Students will be notified of sessions weekly by the Office of Student Affairs Coordinator. Sessions will be posted on the calendar on the Office of Student Affairs page on the website and in the Davinci Curricular Management System (LEO) calendar.
4. Monthly sessions will be scheduled either during a lunch break or at the end of daily classes.
5. Topics covered and presenters will vary with each career development session.
6. M2 students are required to attend three (3) “Lunch and Learn” sessions by the end of their second year.
7. M2 students who do not attend the minimum required sessions will receive a professionalism report.

| Administrative Reviews/Approvals | Date Approved |
|--|----------------------|
| <i>University Compliance (if applicable)</i> | |
| <i>Policy Advisory Committee (includes three-year reviews)</i> | 3/9/2023 |
| <i>Associate Dean for Accreditation Compliance (if applicable)</i> | |
| <i>Vice Dean for Academic Affairs</i> | 3/9/2023 |

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| Policy Review and/or Revision Completed By (if applicable) | Date Policy Reviewed and/or Approved (if applies to that department, committee, or group) |
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| <i>Office of the Dean</i> | |
| <i>Office of Academic Affairs</i> | 3/14/2023 |
| <i>Office of Student Affairs</i> | March 2023 |
| <i>Department of Medical Education</i> | |
| <i>Medical Student Education Committee</i> | |
| <i>Student Promotions Committee</i> | |
| <i>Faculty Advisory Council</i> | |
| <i>Administrative Council</i> | |
| <i>M1/M2 Course Directors</i> | |
| <i>M3/M4 Clerkship/Course Directors</i> | |
| <i>Student Groups/Organizations (describe):</i> | |
| <i>Other (describe):</i> | |

| Final Policy Emailed to: | Date of Email Notifications |
|---|------------------------------------|
| <i>Medical Education Director for Posting on Educational Policies Website</i> | March 2023; 5/1/2024 |
| <i>Policy Owner</i> | 5/1/2024 |
| <i>Admissions Office for Catalog</i> | 5/1/2024 |