

Alabama College of Osteopathic Medicine

Title: FACILITIES AND RESOURCES



Effective Date: 7/01/2011
Revision Date: 12/01/2015
Review Date: 6/11, 2/15

Policy & Procedure

POLICY

It is the policy of the Alabama College of Osteopathic Medicine (ACOM) to secure and maintain sufficient and appropriate facilities for the program of instruction to enable students and faculty to successfully achieve the educational goals of the curriculum. ACOM will maintain a continuous assessment process that reviews all facility resources appropriate to achieving its mission and objectives, including resources at affiliated sites.

PURPOSE

The purpose of this policy is to provide access to appropriate learning resources and facilities necessary to support the curriculum of ACOM.

PROCEDURE

1. ACOM shall identify its facilities requirements for the successful delivery of the curriculum by January 1 for the succeeding academic year.
2. ACOM shall secure such additional off-campus affiliations as may be needed to fulfill the clinical curriculum. Resources at core sites will be regularly assessed.
3. Syllabi for all courses and clinical clerkships shall be completed by June 1 for the succeeding academic year.
4. Course Directors and Clerkship Chairs shall identify and provide to the LRC/Library a list of all required and recommended learning resources for courses and clinical clerkships by June 1 for the succeeding academic year.
5. Clinical clerkship syllabi shall be distributed to each core site. ACOM will work with each core site to ensure that the site possesses the resources needed to meet the instructional requirements noted in the syllabi.
6. Each core site shall be inspected at least annually to determine the adequacy of available learning resources.
7. Where deficiencies in the availability of learning resources are identified, ACOM shall provide remedy by any of the following means: providing those resources to the site; assuring that the site secures the needed resources; or discontinuing that site as a core clerkship location.

- 8. ACOM shall administer a Learning Resources, Technology, and Facilities Survey annually to first-and second-year students.
- 9. ACOM shall administer end-of-clerkship surveys and an annual site review on the availability and utilization of learning resources, technology, and facilities to third- and fourth-year students.
- 10. Data from surveys shall be reviewed by the Dean, Dean's Cabinet, Clerkship Chairs, Course Directors, and others to make any recommendations for changes or improvement.

APPROVAL


Approval - Chief Academic Officer

12-9-2015
Approval Date

Approval - Chief Executive Officer

Approval Date

