



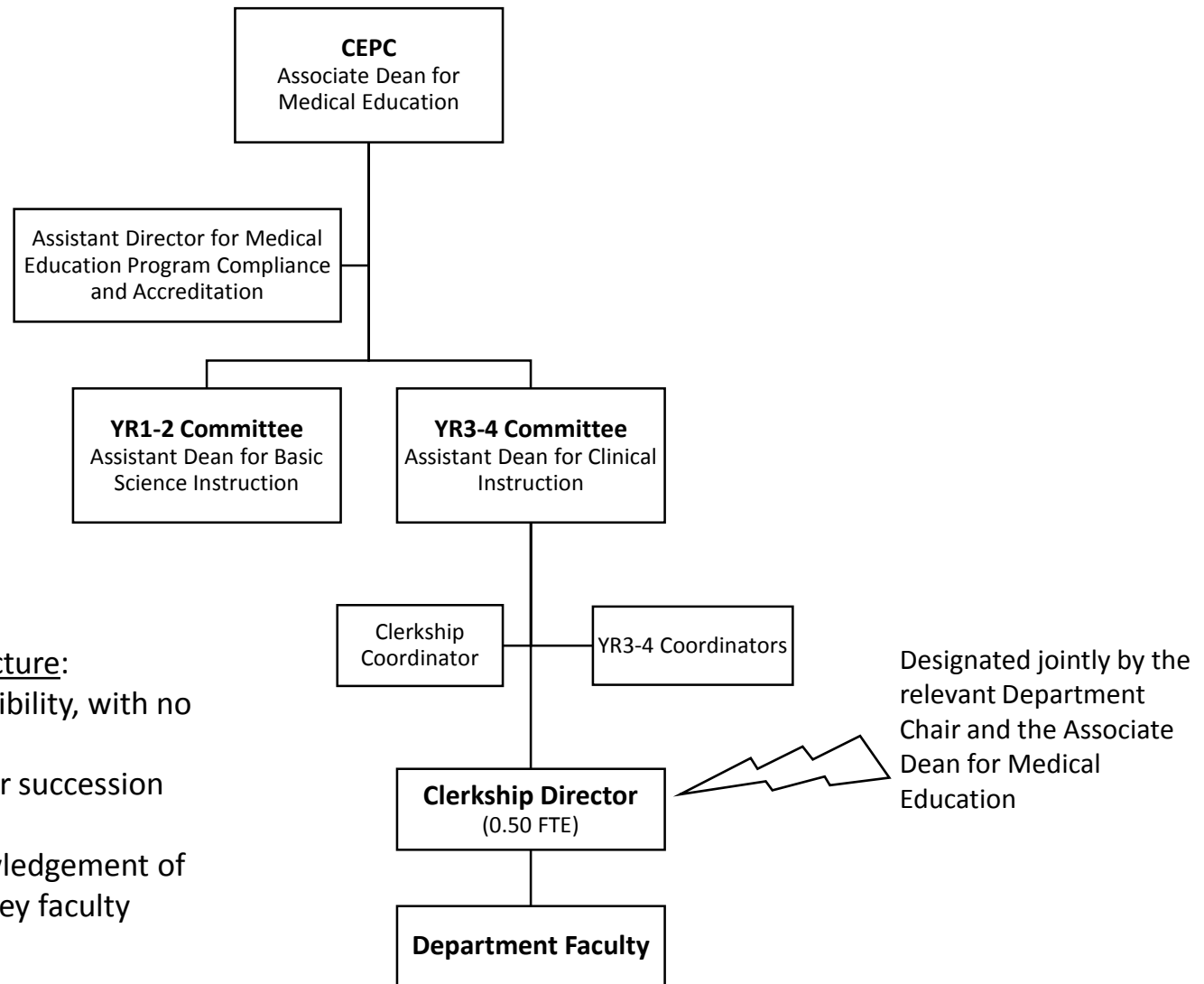
Medical Education Program Policy

Policy Name:	Clerkship Administration Org Chart				
Policy Domain:	Clerkship administration	Refers to LCME Element(s):			
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	7/11/2016	Date Last Reviewed:	
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	robin.dankovich@ttuhsc.edu		

- Policy Statement:** After review and input from the dean, the department chairs, and the Year 3-4 Committee, the organizational chart for clerkship administration from the attached page entitled “Proposed Clerkship Administration”, including the recommended EVU allocations, have been adopted as a policy by the CEPC.
- Reason for Policy:** Clarification of Year 3 clerkship administration, including allocations of EVU support for clerkship directors and assistant directors.
- Who Should Read this Policy:**
 - Clerkship directors and assistant directors
 - Chairs of the clinical departments that administer Year 3 clerkships
 - PLFSOM EVU system administrators
- Definitions:**
 - Clerkship director: see Medical Education Program Policy entitled “Clerkship Director Position Description”.
- The Policy:** See policy statement above and the attached page entitled “Proposed Clerkship Administration”. In addition, for any department with a Year 3 clerkship for which an assistant clerkship director has not been designated per this policy, EVU compensation for the clerkship director will be calculated at 0.5 FTE (capped as per the PLFSOM EVU policy).

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.

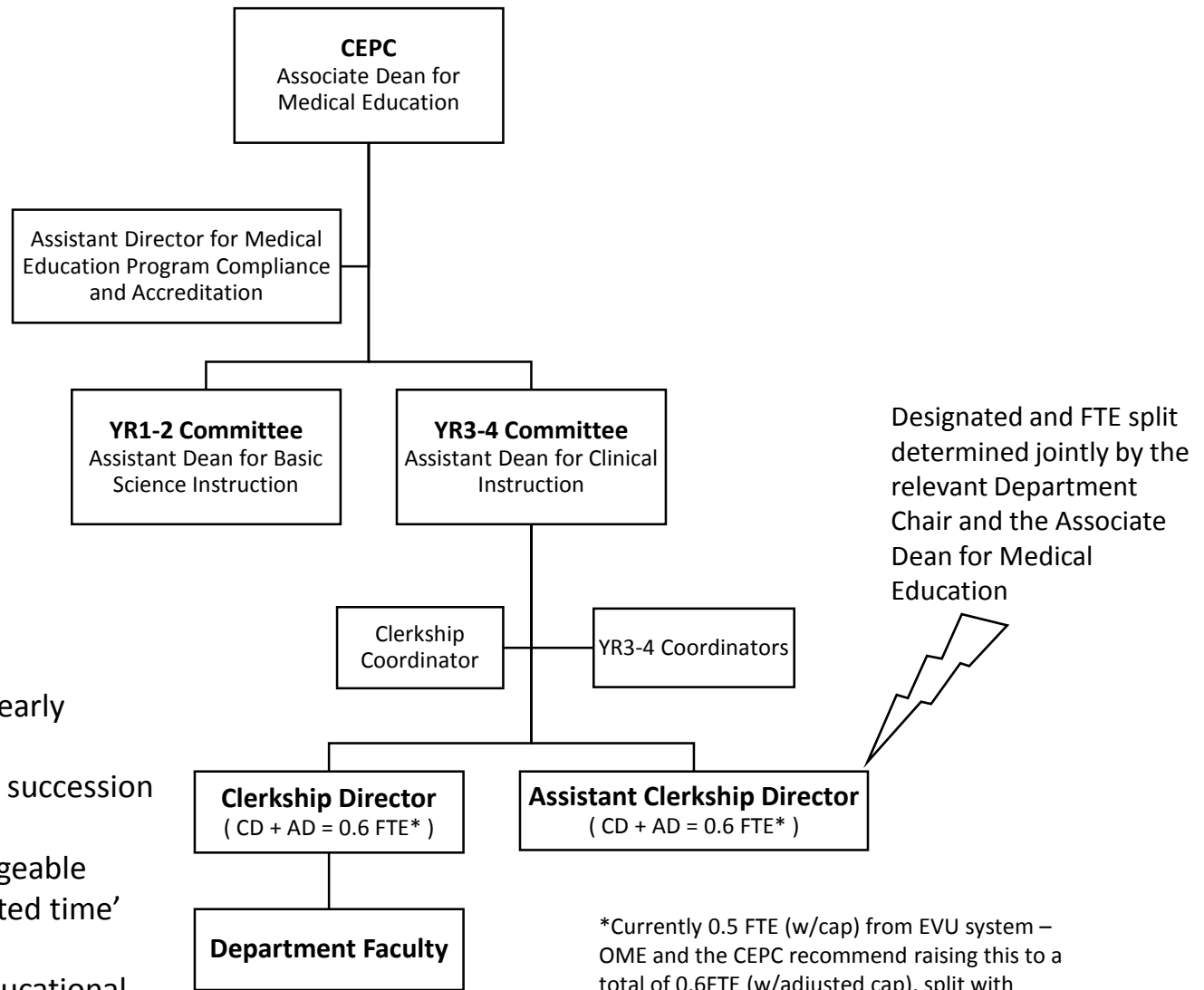
Current Clerkship Administration



Challenges related to this structure:

- System implies limited flexibility, with no designated back-up
- No inherent mechanism for succession planning
- Limits institutional acknowledgement of educational effort to one key faculty member

Proposed Clerkship Administration



Potential advantages:

- Greater flexibility and clearly designated back-up
- Inherent mechanism for succession planning
- More flexible and manageable expectations for 'protected time'
- Provides institutional acknowledgement of educational effort by the Assistant Clerkship Director

*Currently 0.5 FTE (w/cap) from EVU system – OME and the CEPC recommend raising this to a total of 0.6FTE (w/adjusted cap), split with Clerkship Director at 0.3 FTE or greater.