



## Medical Education Program Policy

<b>Policy Name:</b>	Clerkship Director Position Description				
<b>Policy Domain:</b>	Clerkship administration	<b>Refers to LCME Element(s):</b>	4.1, 6.2, 8.3, 8.6, 8.7, 9.3		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee	<b>Adopted:</b>	7/11/2016	<b>Date Last Reviewed:</b>	
<b>Responsible Executive:</b>	Associate Dean for Medical Education	<b>Date Last Revised:</b>	11/7/2016		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	<a href="mailto:robin.dankovich@ttuhsc.edu">robin.dankovich@ttuhsc.edu</a>		

- Policy Statement:** The attached document entitled “TTUHSC El Paso Paul L. Foster School of Medicine Clerkship Position Description (CEPC Approved v11OCT2016)” is hereby confirmed as a medical education program policy. Refer also to the attached org chart: “Year 3 Clerkship Administration”.
- Reason for Policy:** This policy clarifies the responsibilities of the Clerkship Director and, with a secondary level of responsibility, the Assistant Clerkship Directors.
- Who Should Read this Policy:**
  - All Year 3 clerkship directors and assistant clerkship directors
  - All chairs of departments that administer Year 3 clerkships
  - All clerkship coordinators
- Resources:** The Year 3 clerkship directors and assistant directors are supported in their educational program roles by their clerkship coordinators, the Assistant Dean for Medical Education for Clinical Instruction and, more generally, the Office of Medical Education. Compensation to the departments for the time and effort of the clerkship directors and assistant clerkship directors occurs via the school’s EVU (Educational Value Unit) system.
- The Policy:** See the policy statement and the attached documents as described. In addition, assistant clerkship directors will share these responsibilities, supporting the clerkship director to the extent designated according to the Clerkship Administration Org Chart Policy, and substituting for the clerkship directors when necessary.

*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.*



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## TTUHSC El Paso Paul L. Foster School of Medicine Clerkship Director Position Description (v.11OCT2016)

The Clerkship Director at the Paul L. Foster School of Medicine is responsible for the following:

- Overall design, development, and implementation of his/her clerkship consistent with institutional learning objectives and national standards for his/her particular discipline.
- Collaborating closely with the clerkship director with whom she/he shares a block to identify opportunities for shared teaching and integration across the two clinical disciplines.
- Preparation of the clerkship syllabus according to standards required by the Curriculum and Educational Policy Committee.
- Recruiting, preparing, and scheduling faculty and residents/fellows who will participate in the delivery of the clerkship curriculum.
- Reviewing faculty and resident assessment of student performance and ensuring that sufficient feedback is provided to fairly and reliably assess student clinical performance.
- Reviewing student evaluations of resident and attending faculty and counseling faculty and/or residents who receive poor performance evaluations by students.
- Reviewing student patient encounter logs to ensure that students are on-track for meeting clerkship objectives and by providing appropriate alternative ways of achieving objectives if patient contact is not available (e.g., due to the rareness of a required condition, seasonality, etc.)
- Providing students with substantive and documented formative feedback to help the student identify strengths and weaknesses and to establish plans for remedying weaknesses. Formative feedback shall be provided by at least the mid-point of any required clerkships of four weeks or longer in duration.
- Collect, review, and assemble all data needed to determine a student's final clerkship grade consistent with the standardized grading policies adopted by the Clerkship Directors Committee. For students who require remediation, determine how such remediation will be accomplished, monitored, and reported to the Grading and Promotion Committee.
- Submit student grades in a timely manner – no later than 30 days following the conclusion of the clerkship/course/rotation.

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- Participate in monthly Clerkship Directors/Year 3-4 Committee meeting.
- Provide the Assistant Dean for Medical Education (as designated by the Associate Dean for Medical Education) information needed for accreditation and other reporting functions for which they are responsible.
- Supervise, evaluate, and provide performance feedback to designated clerkship coordinators.

Year 3 clerkship directors may be supported in the fulfillment of these responsibilities by an assistant clerkship director, and it is expected that they split a 0.6 FTE commitment to these roles – with clerkship director effort of at least 0.3, and up to 0.5 FTE, and with the remaining commitment designated to the assistant director, as per the PLFSOM EVU system policy. The clerkship director and assistant director report to the Assistant Dean for Medical Education (as designated by the Associate Dean for Medical Education) regarding these educational program administration roles.

The same basic educational program responsibilities also apply to the required Year 4 clerkship/course directors. While regular participation in the Year 3-4 Committee by the Year 4 clerkship/course directors is highly encouraged, formal expectations of participation shall be determined on a case-by-case basis by the Year 3-4 Committee Chair, and participation may be required for selected committee or subcommittee meetings depending upon the agenda. Funds are allocated from the EVU system to the clinical departments to support this effort (see the PLFSOM EVU system policy for details).

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