



## Medical Education Program Policy

<b>Policy Name:</b>	<b>Clerkship Director Position Description</b>				
<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>			
<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 Paul L. Foster School of Medicine Clerkship Position Description (CEPC Approved vFEB2015)” is hereby confirmed as a medical education program policy.
- 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 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 document 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.*