



Medical Education Program Policy

Policy Name:	Clerkship Director Position Description				
Policy Domain:	Clerkship administration	Refers to LCME Element(s):	4.1, 6.2, 8.3, 8.6, 8.7, 9.3		
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:** 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.

TTUHSC Paul L. Foster School of Medicine Clerkship Director Position Description (CEPC Approved vFEB2015)

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 s/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 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 formative feedback at least once at the mid-point of the rotation to help the student identify strengths and weaknesses and to establish plans for remedying weaknesses.
- 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 rotation.
- 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.

It is expected that the clerkship director position is a .5 FTE commitment unless otherwise negotiated. The clerkship director reports to the Assistant Dean for Medical Education (as designated by the Associate Dean for Medical Education) in their capacity as clerkship director.