



Medical Education Program Policy

Policy Name:	The Common Clerkship Policies				
Policy Domain:	Clerkship Administration	Refers to LCME Element(s):	6.1, 6.2, 8.8		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	7/11/2016	Date Last Reviewed:	
Responsible Executive:	Assist. Dean for Med. Ed. for Clinical Instruction	Date Last Revised:			
Responsible Office:	Office of Medical Education	Contact:	robin.dankovich@ttuhsc.edu		

1. **Policy Statement:** The common administrative requirements related to successful participation in the required clinical clerkships by students in years 3 and 4 are published annually in a document titled “Common Clerkship Polices”.
2. **Reason for Policy:** The intention of this policy is to clarify the administrative practices and expectations associated with successful participation in the required clinical clerkships by students in years 3 and 4.
3. **Who Should Read this Policy:**
 - a. All clerkship Directors, Co-Directors and Coordinators.
4. **Resources:** The Assistant Dean for Medical Education for Clinical Instruction and the Year 3-4 Coordinators.
5. **Definitions:**
 - a. “Common”: shared by all members of a group (in this case, the clerkships).
6. **The Policy:** The common administrative requirements related to successful participation in the required clinical clerkships by students in years 3 and 4 are published annually in a document titled “Common Clerkship Policies”. **Students are also responsible for compliance with requirements that are specific to the individual clerkships as outlined in their syllabi.** As long as the changes are non-substantive and relate primarily to the updating of trivial year-specific information (personnel changes, dates, locations, etc. -- as reviewed and approved by the Assistant Dean for Medical Education for Clinical Instruction), the Common Clerkship Policies may be re-published for each academic year without review and approval of the CEPC. Any more substantive changes are to be presented to the CEPC for review and approval prior to the start of the affected academic year.
7. **Attachments:** The prototype document is attached (“Common Clerkship Requirements” for AY2016-17 approved by the CEPC on 5/16/2016 -- to be re-titled “Common Clerkship Policies” for subsequent academic years).

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.