



Medical Education Program Policy

Policy Name:	Clerkship Administration				
Policy Domain:	Clerkship administration	Refers to LCME Element(s):	4.1, 5.5, 9.1, 9.2, 9.3 (all indirectly related)		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	7/11/2016	Date Last Reviewed:	February 2023
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:	February 2023		
Responsible Office:	Office of Medical Education	Contact:	Mirjana Babic, M.P.A. mbabic@ttuhsc.edu		

1. **Policy Statement:** After review and input from the dean, the department chairs, and the Year 3-4 Committee, the organizational chart for clerkship administration entitled “Clerkship Administration Chart”, including the recommended EVU allocations, have been adopted as a policy by the CEPC.
2. **Reason for Policy:** Clarification of year 3 and 4 clerkship administration, including allocations of EVU support for clerkship directors and assistant directors.
3. **Who Should Read this Policy:**
 - Clerkship directors and assistant directors
 - Chairs of the clinical departments that administer year 3 and 4 clerkships
 - PLFSOM EVU system administrators
4. **Resources:**
5. **Definitions:**
 - Clerkship director: see Medical Education Program Policy entitled “Clerkship Director Position Description”
6. **The Policy:**
See policy statement above and the attached page entitled “Clerkship Administration Chart”. The allocation of time to perform clerkship duties for required year 3-4 clerkships and courses is outlined below.
 - Required year 3 clerkships
 - This includes Family Medicine, Internal Medicine, Psychiatry, Surgery, Pediatrics, Obstetrics and Gynecology, Neurology and Emergency Medicine
 - i. $CD + AD + AD = 0.7 \text{ FTE}$
 1. Positions designated and FTE split determined jointly by the relevant department chair and the associate dean for medical education
 - a. 0.7 FTE (w/adjusted cap), split with clerkship director at 0.3 FTE or greater plus.
 - One or two assistant directors appointed with a minimum FTE of 0.1 each.
 - Total for clerkship director + assistant clerkship director/s is capped at 0.7 FTE
 - b. If no assistant clerkship director is appointed, then the cap is 0.5FTE for clerkship director

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.



- Required year 4 clerkships
 - i. Sub Internship Selectives
 - 1. 0.3 FTE for clerkship director in each of 5 selectives
 - ii. Critical Care Selectives
 - 1. 0.2 FTE for each of 6 selectives
 - iii. Bootcamp 2 week required course
 - 1. 0.7 total FTE split between 2 co-directors

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).

Clerkship Administration Chart

