



## Medical Education Program Policy

<b>Policy Name:</b>	<b>Clerkship Director/Assistant Director Position Descriptions</b>				
<b>Policy Domain:</b>	Clerkship administration	<b>Refers to LCME Element(s):</b>	9.1, 9.2, 9.3		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee (CEPC)	<b>Adopted:</b>	10/11/2016	<b>Date Last Reviewed:</b>	12/13/2018
<b>Responsible Executive:</b>	Associate Dean for Medical Education	<b>Date Last Revised:</b>	1/14/2019		
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	Mirjana Babic, M.P.A. <a href="mailto:mbabic@ttuhsc.edu">mbabic@ttuhsc.edu</a>		

1. **Policy Statement:** The attached document entitled “TTUHSC El Paso Paul L. Foster School of Medicine Clerkship Position Description” is hereby confirmed as a medical education program policy. This policy is subsidiary to the Medical Education Program Policy on Clerkship Administration.
2. **Reason for Policy:** This policy clarifies the responsibilities of a Year 3-4 Clerkship Director and, with a secondary level of responsibility, the Assistant Clerkship Directors in Year 3
3. **This Policy Should be Read by the Following:**
  - All Year 3 clerkship directors and assistant clerkship directors
  - All Year 4 clerkship directors
  - All chairs of departments that administer Year 3 clerkships
  - All clerkship coordinators
4. **Resources:** The Year 3 clerkship directors and assistant directors and Year 4 clerkship 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.
5. **Definitions:**
  - None
6. **The Policy:**
  - See the policy statement above, and the attached documents as described. Assistant clerkship directors shall share these responsibilities, supporting the clerkship director to the extent designated according to the Medical Education Program Policy on Clerkship Administration, and substituting for the clerkship directors whenever 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 El Paso Paul L. Foster School of Medicine Clerkship Director Position Description

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

- Design, develop, and implement his/her clerkship consistent with institutional learning objectives and national standards for his/her particular discipline.
- Review, revise, and update curriculum to reflect evolving national standards, institutional learning objectives and discipline-specific standards.
- Collaborate closely with other clerkship directors to identify opportunities for shared teaching and integration across the clinical disciplines, and for revision and updating of combined curriculum.
- Yearly review and preparation of the clerkship syllabus according to standards required by the Curriculum and Educational Policy Committee.
- Maintain ongoing, regular communication with non-salaried faculty in the community regarding clerkship objectives, student assessment expectations, the learning environment and other issues relevant to the clerkship.
- Recruit, prepare, and schedule faculty and residents/fellows who will participate in the delivery of the clerkship curriculum.
- Review faculty and resident assessment of student performance and use their collective feedback to fairly and reliably assess student clinical performance.
- Review student evaluations of resident and attending faculty, and counsel faculty and/or residents who receive poor performance evaluations by students (when indicated).
- Manage student concerns/complaints in a timely manner.
- Review student patient encounter logs to ensure that students are on-track for meeting clerkship objectives and provide appropriate alternative ways of achieving objectives if patient contact is not available (e.g., due to the rareness of a required condition, seasonality, etc.).
- Provide 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.
- Develop appropriate cases and assess student performance in the End of Block OSCE, if applicable. Assist in the development and grading of the End of Year OSCEs, if applicable.
- 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, collaborate with the Grading and Promotions Committee to develop a plan to address gaps and attain the knowledge, skills and attitudes necessary for the clerkship discipline and the practice of medicine. Monitor and report the outcome of the remediation to the Grading and Promotions Committee.
- Submit student grades in a timely manner – no later than 28 days following the conclusion of the clerkship/course/rotation.

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Paul L. Foster School of Medicine

- Develop and maintain a continuous quality improvement plan for the clerkship and contribute to the plan for the clerkship phase as appropriate.
- Participate in monthly Clerkship Directors/Year 3-4 Committee meeting and subcommittees as needed.
- 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.
- Collaborate with the Office of Medical Education Unit Manager to supervise the designated clerkship coordinator and provide regular performance feedback and input for the coordinator's annual evaluation.

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.