

## **ASSISTANT CLERKSHIP DIRECTOR UNIVERSITY OF CALGARY LONGITUDINAL INTEGRATED CLERKSHIP (UCLIC)**

### **Job Summary:**

The Cumming School of Medicine at The University of Calgary invites applications for the position of Assistant Clerkship Director for the University of Calgary Longitudinal Integrated Clerkship (UCLIC). This position is a three (3) year term with the possibility of renewal, subject to satisfactory review, and current UCLIC preceptors will be given particular consideration. The anticipated start date is May 1, 2026.

The incumbent will report to the UCLIC Clerkship Director with accountabilities to the Associate Dean, Undergraduate Medical Education; Assistant Dean, Clerkship, UME Student Evaluation Committee (SEC), and Associate Dean, Distributed Learning and Rural Initiative (DLRI). This position will also be expected to collaborate with the Clerkship Director and the Undergraduate Medical Education Office in the planning, coordinating and implementing of all evaluations in the UCLIC Program.

### **Contact**

A letter of application, accompanied by a detailed curriculum vitae and names of three referees should be directed to:

Dr. Amy Bromley, MD  
Associate Dean, Undergraduate Medical Education  
Cumming School of Medicine

Application can be sent via email to: [ume.manager@ucalgary.ca](mailto:ume.manager@ucalgary.ca)

***We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted.***

## **ASSISTANT CLERKSHIP DIRECTOR UNIVERSITY OF CALGARY LONGITUDINAL INTEGRATED CLERKSHIP (UCLIC)**

### **APPOINTED BY:**

Clerkship Director, (UCLIC) with recommendations from the Associate Dean, Undergraduate Medical Education (UME) and Associate Dean, Distributed Learning and Rural Initiative (DLRI). Roles assigned to the Associate Dean, UME can be designated to the Assistant Dean, Clerkship (UME).

**TERM FOR:** Three year, renewable

### **REPORTS & ACCOUNTABLE TO:**

Clerkship Director, UCLIC with accountabilities to the Associate Dean, UME; Assistant Dean, Clerkship, UME Student Evaluation Committee (SEC), and Associate Dean, Distributed Learning and Rural Initiative (DLRI).

**TIME COMMITMENT:** 0.20 FTE (Full Time Equivalent)

### **QUALIFICATIONS: EDUCATION, TRAINING AND EXPERIENCE**

- Candidates must have an MD
- Candidates must have lived and worked in a rural/remote/regional area as a Rural Generalist or other specialist.
- Experience in and understanding of undergraduate medical education is an asset
- Excellent leadership skills, experience leading high performing teams and evidence of administrative innovation, using best practice frameworks
- The applicant must be a skilled facilitator, negotiator and collaborator with proven administrative ability and outstanding communication skills

### Community Engagement:

- Mentoring of rural preceptors including conducting community/clinic site visits.
- Assists Clerkship Director with identifying professional development needs for rural/regional community-based preceptors
- Onboarding new preceptors to their role
- Participation in provincial, national, and international meetings related to LICs, medical education, and physician leadership
- Assists with student recruitment and ongoing development of UCLIC student recruitment policies

### Learner Support:

- Liaise with the Student Advising and Wellness Hub (SAWH) office to coordinate the UCLIC student support (PaSS) program
- Address concerns reported by PaSS members regarding preceptors, students, or sites
- Help plan and implement the annual rural/regional UCLIC Orientation
- Discuss and disseminate evaluation information to students and preceptors
- Review and follow up on student logbook deficiencies
- Provides support and guidance to learners in difficulty, including addressing academic and/or professionalism concerns by offering constructive solutions.

### Program Delivery:

- Assist the Clerkship Director with evaluating preceptor performance and providing feedback to faculty and Department Heads
- Contribute to the development of future rural/regional sites
- Develop and update curriculum materials, including the preceptor handbook and a clinical clerks responsibilities document

### Student Assessment and Program Evaluation:

Acts as the '**Evaluation Coordinator**' in accordance with the policies and procedures of the UME (<https://www.ucalgary.ca/mdprogram/about-us/ume-policies-guidelines-forms-terms-reference>) including the following duties:

- Ensure logbook completion, ITER submission, and evaluations for clerks during mandatory rotations.
- Responsible to monitor, review and follow up with students regarding logbook deficiencies.
- Safeguard against excessive clinical expectations for students.
- Provide evaluation data to the Associate Dean (UME) and UMEC as requested.
- If a clerk receives an "Unsatisfactory" evaluation or a "Satisfactory with Performance Deficiency" rating, the Clerkship Director and/or Evaluation Coordinator will meet with the clerk to discuss their performance. After the meeting, the Evaluation Coordinator and/or Clerkship Director, with input from the Departmental Clerkship Committee, will provide written recommendations to the Associate Dean (UME).
- The Evaluation Coordinator need not personally conduct performance evaluations but shall receive departmental support in collating and documenting performance.
- The Evaluation Coordinator will report mid-rotation evaluation concerns to a student in academic difficulty. Preceptors should provide ongoing formative evaluation to the student during the course of the rotation.
- The Evaluation Coordinator will be responsible for signing off on student files.
- Responsible for providing UCLIC Committee recommendations to UME regarding unsatisfactory student evaluations if remediation in mandatory rotation is required.

**Administrative Duties:**

- Work with UCLIC Clerkship Director and Committee on the objectives of the clerkship, in alignment with UMEC policies
- Attend relevant meetings: UCLIC Clerkship Committee, UME Clerkship Committee, DLRI's Distributed Medical Education Committee (DMEC)
- Communicate UCLIC activities to committees, faculty, preceptors, and students
- Liaise periodically with other assistant directors and/or evaluation coordinators
- Participate in undergraduate and postgraduate teaching opportunities

Updated: January 6, 2025

Approved: UME Associate Dean

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