



CLERKSHIP DIRECTOR

APPOINTED BY: Undergraduate Medical Education Committee (UMEC) with recommendations from the Associate Dean – UME (in this document, roles assigned to the Associate Dean, UME can be designated to the Assistant Dean, Clerkship).

TERM FOR: Three year, renewable

REPORTS & ACCOUNTABLE TO: Reports to the Associate Dean, UME with accountabilities to the Assistant Dean, Clerkship and Clerkship Committee.

TIME COMMITMENT: 0.1 FTE Minimum (Can vary depending on clerkship rotation length)

ADMINISTRATIVE ACTIVITIES:

1. Works with the Departmental Clerkship Committee, on the objectives of the clinical clerkship in their discipline in accordance with the policy of the Undergraduate Medical Education Committee (UMEC).
2. Guides the Department Clerkship Committee on the implementation of clinical clerkship policies as developed by UMEC.
3. In collaboration with the Associate Dean UME, approves or disapproves student requests for Core clerkship rotations outside the Calgary area. If approval is granted, all evaluation procedures from The University of Calgary, Cumming School of Medicine, must be successfully completed for promotion.
4. Assists with the assessment of teaching performance of individual preceptors, including feedback to individual faculty members and/or the Department Head and Office of the Associate Dean (UME).
5. Monitors the clerkship rotation and reports to the Associate Dean UME and the Department Head problems and issues regarding instruction, administration or delivery of objectives.
6. Consults with Heads of Departments, administrators of the Regional Health Authority, Heads of Clinical Divisions, Associate Dean of Clinical Services, and other administrators of outpatient facilities, private practice physicians with university appointments, and any other involved persons concerning implementation of the clerkship objectives.

7. Chairs the Departmental Clerkship Committee Meetings.
8. Assists the Clerkship Evaluation Coordinator in the planning and execution of certifying and non-certifying evaluations.
9. Collaborates with the UME for feedback at the end of each rotation for the Departmental Clerkship Committee, the UME Clerkship Committee and the Office of the Associate Dean UME. All students will be encouraged to complete a written feedback report at the time of the final exam.
10. In the absence of the Clerkship Evaluation Coordinator will be responsible to sign off on rotation summary sheets.
11. Attends the UME Clerkship Committee meetings approximately bimonthly.

COURSE PLANNING & IMPLEMENTATION:

1. The Clerkship Director will review, revise, and distribute the rotation objectives (including the Clinical Presentation list for the clerkship) to UMEC, to the UME Clerkship Committee, faculty and residents involved in the clerkship, and students.
2. Along with the Departmental Clerkship Committee, learning experiences will be chosen that are most likely to ensure achievement of the various objectives (e.g., inpatient or outpatient experiences, real patients or standardized patients, various clinics such as hypertension clinic, infertility clinic, etc.). The time spent at any given site will depend on an estimate of the time necessary to achieve the objectives. The total time of the rotation is the cumulative time spent at the various sites.
3. Develops a description of the clinical clerk's responsibilities to the preceptor and other members of the medical team. In addition, develop a description of the preceptor's role and responsibilities to the student physician.
4. At or near the end of each rotation, the Clerkship Director will "debrief" students and receive information on the quality of the rotation and faculty involvement. The Director will forward pertinent information to either or both the Department Head and the Associate Dean UME for recording meritorious contributions and giving of appropriate feedback to faculty.
5. Responsible to safeguard excessive clinical expectations of the clerk using current UME Workload Policy as a guideline, where appropriate.

STUDENT EVALUATION:

1. Deals with student concerns or complaints that arise during the rotation. This includes complaints of harassment. Please refer to the U of C Harassment Policy, U of C Sexual Violence Policy, UME Student Mistreatment Guidelines and the website on Medical Student Mistreatment <http://mistreatment.ucalgary.ca/>

2. Clerkship Director and/or Evaluation Coordinator are responsible to meet with the clerk to discuss performance if a clerk has been given an “unsatisfactory” evaluation or an evaluation of “satisfactory with Performance Deficiency”. Following this discussion with the clerk, with input from their Department Clerkship Committee, the Clerkship Director and/or Evaluation Coordinator will make recommendations, in writing, to the Associate Dean (UME).

COURSE EVALUATION:

1. Submits an annual report to the UME Clerkship Committee on the implementation of the clinical clerkship rotation on the standard form for such reports.
2. This course report template includes:
 - Information solicited from clerkship preceptors together with recommendations for revisions.
 - A summary report on group evaluation and performance.
 - A report of objectives and their relationship to learning experiences chosen.
 - A description of the clerk’s responsibilities in the rotation.
 - A summary of student feedback on the quality of the rotation, evaluation, and teachers.
3. The UME Clerkship Committee is to be given an oral presentation based on this report, and in return, may offer suggestions for future changes.
4. Provides feedback to the Departmental Clerkship Committee on the UME Clerkship Committee’s assessment of departmental performance.
5. Submits plans for improving the clerkship to the UME Clerkship Committee prior to the next clerkship year.

Reviewed: April 2020
Approved: UME, Associate Dean & Assistant Dean
