

Clerkship Director – Family Medicine

*Department of Family Medicine
Undergraduate Medical Education*

Accountability

This position reports to the Associate Dean, Undergraduate Medical Education, CSM with accountabilities to the Assistant Dean, Clerkship. The Assistant Dean will provide specific operational leadership for the Undergraduate Medical Program in the department clerkship and will be responsible for ensuring a cohesive, integrated, and sustainable undergraduate curriculum.

Within Department of Family Medicine (DFM), this person reports to the Academic Department Head via the Undergraduate Family Medicine (UGFM) Director.

Time Commitment: 0.3 FTE

Appointed by

Recommendation is made by the Head of Department to the Associate Dean UME. Three year term, renewable. (Note: this is a TUCFA position and is posted on the University of Calgary website for a fixed amount of time. UME interviews candidates and creates a contract with the physician).

Qualifications

Should have an MD and significant experience in, and understanding of undergraduate medical education. Excellent leadership skills, experience leading high performance teams and evidence of administrative innovation, using best practice frameworks. This person must be a skilled facilitator, negotiator and collaborator with proven administrative ability and outstanding communication skills.

Job Summary

Responsibilities

This position's responsibilities to the CSM Family Medicine Clerkship Program are outlined in [Appendix A](#).

DFM duties are as follows:

Operational Management

This position works closely with the Undergraduate Family Medicine Director and Team Lead Undergraduate Education to:

- contribute to the development of, and support for, the DFM UG strategic plan;
- develop and report on key clerkship program performance indicators;
- manage the family medicine clerkship budget, in collaboration with the UGFM Director;
- develop objectives, implement, and evaluate the FM clerkship; and
- communicate with students and community preceptors in relation to clerkship issues.

Mandatory Meetings

This position is expected to attend the following meetings:

- Departmental: Education Committee (quarterly)
- Unit: Family Medicine Clerkship Committee (6 annually, chair); Undergraduate Family Medicine Education Committee (quarterly).
- UME: Clerkship Committee (monthly), and provide annual report; Mid-year Clerkship review with the Assistant Dean, Clerkship (annually); Evaluation Meeting for FM Clerkship (annually); attend SEC as a Clerkship Chair member as requested by the Evaluation Director, UME.
- College of Family Physicians of Canada: contribute to CUFMED (Canadian Undergraduate Family Medicine Education Directors) meeting. These meetings are held approximately twice a year, one of which is at Family Medicine Forum.

Additional meetings at which the Clerkship Director often participates, in discussion with UGFM Director and Distributed Learning and Rural Initiatives leadership, are:

- SAPS – Southern Alberta Preceptor Summit (typically late September)
- Cabin Fever – annual Rural conference (typically early February)

Scholarship

This position encourages and facilitates faculty and student research in Undergraduate medical education and disseminates key findings at local, national, and international meetings.

Logistics

This position is provided with private office space in the Health Sciences DFM Undergrad area. This area is accessed through G329. Access requires a valid University of Calgary unicond.

CSM provides a UME Program Coordinator who works with the chair to recruit and assign preceptors. The coordinator updates the FM clerkship handbook and posts it online, manages the day-to-day administrative operations of the course, deals with logistical issues, distributes and collects ITERS, and is accountable to the CSM UME administrative lead.

APPENDIX A – CLERKSHIP DIRECTOR RESPONSIBILITIES

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: 0.3 FTE

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, the Clerkship Director 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. The Clerkship Director will receive student feedback, at a minimum, annually from the clerkship evaluation committee, to assess the quality of the rotation and faculty involvement. For new preceptors feedback will be shared by the evaluation committee more frequently as required. In collaboration with the Evaluations Coordinator, the Director will hold periodic site visits with all preceptors. 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:
 - a. Information solicited from clerkship preceptors together with recommendations for revisions.
 - b. A summary report on group evaluation and performance.
 - c. A report of objectives and their relationship to learning experiences chosen.
 - d. A description of the clerk’s responsibilities in the rotation.
 - e. 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 DFM 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: August 2024
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