

## **CLERKSHIP DIRECTOR – OBSTETRICS & GYNECOLOGY**

### **Job Summary:**

The Cumming School of Medicine at the University of Calgary invites applications for the position of Clerkship Director, Obstetrics & Gynecology. This is a 0.2 FTE position for a three (3) year term with the possibility of renewal, subject to satisfactory review and is expected to be filled by a candidate internally to the Faculty/Department. The anticipated start date is July 1, 2025 or upon a date to be mutually agreed.

The incumbent will report to the Associate Dean, Undergraduate Medical Education with accountabilities to the Assistant Dean, Clerkship. The Clerkship Director will provide specific operational leadership for the Undergraduate Medical Program in the O & G Clerkship and will be responsible for ensuring a cohesive, integrated and sustainable undergraduate curriculum. This position will be expected to lead change initiatives and strategies in within an evolving curriculum, to act as a faculty contact for faculty expressing interest in teaching, and collaborate with the Undergraduate Medical Education office, Course and Clerkship Directors as well as education leaders at all sites across the curriculum.

For a more detailed job description, please see below the statement of work/job profile.

### **Qualifications: Education, Training and Experience**

- Candidates should have an MD
- Significant experience in and understanding of undergraduate medical education
- 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

### **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***

## CLERKSHIP DIRECTOR – OBSTETRICS & GYNECOLOGY

**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 years, renewable

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

**TIME COMMITMENT:** 0.2 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 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: March 2023**  
**Approved: UME, Associate Dean**