

## **ELECTIVES CLERKSHIP DIRECTOR**

### **APPOINTED BY:**

Associate Dean, Undergraduate Medical Education (UME)

**TERM FOR:** Three year, renewable

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

**TIME COMMITMENT:** 0.1 FTE Minimum

### **ADMINISTRATIVE ACTIVITIES:**

1. Works closely and provide support and guidance to the UME Program Coordinators related to clerkship and visiting electives.
2. Oversees the approval process for all electives at the Cumming School of Medicine (CSM) in Year 3 of the MD Program and visiting electives.
3. Ensures that all accreditation standards related to electives are adhered to or exceeded.
4. Orients students to electives' learning objectives, structure, and assessment activities.
5. Plans and schedules all remedial activities as required.
6. Oversees all elective orientation/information sessions.
7. Communicates and collaborates with all students related to electives for the MD Program.
8. Determines appropriate procedure/system changes for electives in consultation with the UME Program Coordinators, Manager UME, and UME Assistant Dean as required.
9. Chairs the Electives Sub-Committee, which meets bi-annually during the academic year, or more often as required.
10. Represents the Electives Sub-Committee at Clerkship Committee.

11. Regularly reviews the policy/documentation/evaluations for electives and bring forward any recommended changes Clerkship Committee or UMEC.
12. Works in collaboration with the Indigenous, Local and Global Health Office (ILGH) for the CSM with MD students requesting International Electives.
13. Assists in career planning activities related to electives, including presentations to students and counseling in collaboration with the Student Advising and Wellness Center (SAW).
14. Represents the CSM MD Program at provincial or national meetings at the request of the Associate Dean, UME.
15. Provides an annual report to Clerkship Committee
16. In the absence of the elective preceptor, will be responsible to sign off on the In-Training Evaluation Report (ITER).
17. Assists the Assistant Dean, Clerkship with managing the planning and execution of the Interprofessional Education (IPE) Electives and Community Engaged Learning (CEL) Electives in clerkship.

#### **STUDENT EVALUATION:**

1. Deals with student concerns or complaints that arise during electives. 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. Ensures that all student assessments are submitted to the UME Program no later than 4 weeks after the elective experience.
3. Responds to any reappraisal requests as required.

#### **COURSE EVALUATION:**

1. Submits an annual report to the Clerkship Committee on all electives.
2. Submits plans for improving the elective process prior to the next academic year.

**Approved: Associate Dean**  
**Reviewed February 14, 2022**