



**UNIVERSITY OF
CALGARY**

**CUMMING SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION (UME)**

CLERKSHIP EVALUATION COORDINATOR

APPOINTED BY:

Associate Dean, Undergraduate Medical Education

TERM FOR: Three year, renewable

REPORTS & ACCOUNTABLE TO:

Associate Dean, UME; with accountabilities to the Clerkship Assistant Dean, Clerkship Director, and Student Evaluation Committee (SEC).

TIME COMMITMENT: 0.05 FTE (Full Time Equivalent)

ADMINISTRATIVE ACTIVITIES:

1. Collaborates with the Clerkship Director and UME Evaluation Team in the planning, coordination and implementation of evaluation during each mandatory rotation, including performance report forms, provision of performance feedback to clerks, organization of non-certifying procedures according to the policy of the Student Evaluation Committee (SEC).
<https://cumming.ucalgary.ca/sites/default/files/teams/4/Policies/S/student-evaluations-developmentand-maintenance-v2.pdf>
2. Responsible for informing clerks of the evaluation procedures at the commencement of each mandatory rotation, and at the end of each rotation you will be responsible to provide the final certifying grade.
3. Responsible to inform all faculty and residents responsible for the assessment of clerks of the expected level of performance.
4. Responsible to safeguard excessive clinical expectations of the clerk using current UME workload policy.

5. In the absence of the Clerkship Director will be responsible to sign off on overall rotation summary sheets.
6. May be the designate for the Clerkship Director at Clerkship Committee (CC) meetings, may serve as a committee member of the Student Evaluation Committee (SEC) and will be expected to attend Department Clerkship Committee meetings.

COURSE PLANNING & IMPLEMENTATION

STUDENT EVALUATION:

1. The Clerkship Evaluation Coordinator does not personally conduct performance evaluations but shall receive departmental support in collating and documenting performance.
2. Along with the Clerkship Director will report mid-rotation evaluation concerns to a student in academic difficulty. Advises preceptors of the importance of providing ongoing formative feedback to students during the course of the rotation.
3. 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 your discussion with the clerk, with input from their Department Clerkship Committee, will make recommendations, in writing, to the Associate Dean (UME).

COURSE EVALUATION:

Responsible to collaborate with the UME and UMEC to oversee data concerning group performance on students on rotation evaluations.

Revised: April 23, 2020
Approved: UME Associate Dean & Clerkship Assistant Dean
