

Clerkship Evaluation Coordinator – Psychiatry
Undergraduate Medical Education

Closing Date: **October 1, 2025**

Job Summary:

The Cumming School of Medicine at The University of Calgary invites applications for the position of Clerkship Evaluation Coordinator for Psychiatry. This position is 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 December 1, 2025.

The incumbent will report to the Associate Dean, Undergraduate Medical Education, and to the Assistant Dean, Research & Evaluation. This position will be expected to collaborate with the Clerkship Director and the Undergraduate Medical Education Office in the planning, coordinating and implementing of all evaluations in the Internal Medicine Clerkship.

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

We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted.



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 Assistant Dean, Research & Evaluations, and UME Student Evaluation Committee (SEC).

TIME COMMITMENT: 0.05 FTE (Full Time Equivalent)

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

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 Departmental 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 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 Departmental 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 9, 2024

Approved: UME Associate Dean
