

# CLERKSHIP DIRECTOR

## UNIVERSITY OF CALGARY LONGITUDINAL INTEGRATED CLERKSHIP (UCLIC)

### Job Summary:

The Cumming School of Medicine at the University of Calgary invites applications for the position of Clerkship Director for the University of Calgary Longitudinal Integrated Clerkship (UCLIC). 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 as soon as the position is filled.

The incumbent will report to the Associate Dean, Undergraduate Medical Education with accountabilities to the Assistant Dean, Clerkship and the Associate Dean, Distributed Learning & Rural Initiatives (DLRI).

### 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, UNIVERSITY OF CALGARY LONGITUDINAL INTEGRATED CLERKSHIP (UCLIC)  
UNIVERSITY OF CALGARY**

**APPOINTED BY:**

Associate Dean, Undergraduate Medical Education (UME), with recommendations from the Assistant Dean, Clerkship, and the Associate Dean, Distributed Learning and Rural Initiatives (DLRI). Roles assigned to the Associate Dean, UME may be delegated to the Assistant Dean, Clerkship.

**TERM FOR:**

Three year, renewable

**REPORTS & ACCOUNTABLE TO:**

Associate Dean, Undergraduate Medical Education (UME) with accountabilities to the Assistant Dean, Clerkship and the Associate Dean, Distributed Learning & Rural Initiatives (DLRI)

**TIME COMMITMENT:**

0.5 Full Time Equivalent (FTE)

**QUALIFICATIONS:** Education, Training & Experience

- MD Required.
- Significant experience working and/or teaching in rural, regional or distributed medical education environments.
- Extensive understanding of undergraduate medical education principles, evaluation frameworks, and clerkship accreditation requirements.
- Proven ability to lead in complex academic and clinical environments, including facilitation, negotiation, and conflict resolution.
- Strong interpersonal, administrative, and communication skills, with demonstrated commitment to equity, professionalism and advocacy.
- Experience with longitudinal integrated clerkships (LIC's) is a strong asset.

**ADMINISTRATIVE ACTIVITIES:**

**A. RESPONSIBILITIES GENERIC TO ALL CLERKSHIP DIRECTORS**

**ADMINISTRATIVE ACTIVITIES**

1. Works with the UCLIC Clerkship Committee, on the objectives of the clerkship in accordance with the policy of the Undergraduate Medical Education Committee (UMEC).
2. Guides the UCLIC Clerkship Committee on the implementation of clinical clerkship policies as developed by UMEC.
3. Assists with the assessment of teaching performance of individual preceptors, including feedback to individual faculty members and/or the relevant Department Head and Office of the Associate Dean (UME).
4. Monitors the clerkship rotation and reports to the Associate Dean, UME problems and issues regarding instruction, administration or delivery of objectives.

5. Consults with Heads of Departments, administrators of the Alberta Health Zones, 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.
6. Chairs the UCLIC Clerkship Committee Meetings.
7. Attends the UME Clerkship Committee meetings approximately bimonthly (currently Tuesdays).

### **COURSE PLANNING & IMPLEMENTATION**

1. The UCLIC Director will regularly review, update, and disseminate the rotation objectives (including the Clinical Presentation list) to UMEC, the UME Clerkship Committee, participating faculty, and students.
2. In collaboration with the UCLIC Clerkship Committee, the Director will identify and assign learning experiences that best support achievement of clerkship objectives. Allocation of time at each site will be informed by the estimated effort required to meet those 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 (core document) to the preceptor and other members of the medical team. In addition, develop a description of the preceptor's role (preceptor handbook) and responsibilities to the student physician.
4. At or near the end of each rotation, the UCLIC Director will review student feedback collected through the UME Clerkship Evaluation Survey and other relevant evaluation mechanisms. The Director will analyze this data to identify trends related to site quality, faculty engagement, and learning experiences, and will share pertinent findings with the Associate Dean (UME), relevant Department Heads, and preceptors to recognize meritorious contributions and support continuous improvement.
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 policy on Harassment and Sexual Harassment, and the chart on Medical Student Mistreatment (Clerks) found in the Student Handbook.

### **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 report will include:
  - 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 UCLIC 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.

## **B. RESPONSIBILITIES SPECIFIC TO UCLIC DIRECTOR**

### **Strategic Program Leadership**

1. Provide strategic leadership and overall direction for UCLIC across all rural/regional sites.
2. Set program priorities and vision in collaboration with DLRI, UME, and the Assistant Director.
3. Ensure UCLIC aligns with UMEC policies, accreditation standards, and distributed education priorities.
4. Oversee the ongoing development and expansion of rural/regional UCLIC communities, with operational planning carried out jointly with the Assistant Director.
5. Collaborate with the Southern Alberta Medical Program (SAMP) leadership to ensure alignment between UCLIC and SAMP objectives, shared rural/regional site development, and integrated distributed medical education planning across campuses
6. Serve as the primary liaison between UCLIC and institutional leadership (UME, DLRI, UME Clerkship Committee).
7. Collaborate with UME on annual feedback reporting to the UME Clerkship Committee and contribute to the annual review of the Clerkship handbook.

### **Community & Faculty Engagement**

1. Lead long-term strategy for preceptor recruitment, retention, and rural capacity-building across UCLIC communities.
2. Oversee preceptor onboarding and mentorship plans, with operational delivery supported by the Assistant Director.
3. Guide professional development priorities for rural/regional preceptors and collaborate with DLRI, to coordinate training opportunities.
4. Represent UCLIC nationally and internationally within LIC networks and scholarly communities
5. Guide the development of new rural/regional sites, ensuring readiness and alignment with UCLIC's educational standards.
6. Engage in conversations and coaching with faculty based on learner feedback to support teaching quality and continuous improvement.

### **Learner Support**

1. Maintain overarching responsibility for learner experience and the quality of educational and clinical environments across all UCLIC sites.
2. Provide leadership and oversight of learner support processes (academic, professionalism, wellness), with routine monitoring managed by the Assistant Director.
3. Serve as the escalation point for complex learner issues, professionalism concerns, or situations requiring interface with UME leadership or the Student Advising and Wellness Hub.
4. Oversee the development and delivery of the annual UCLIC Orientation and ensure students and preceptors receive appropriate guidance, expectations, and resources.
5. Provide leadership and decision-making in situations where a learner requires relocation to a different UCLIC site or return to the urban clerkship stream.

### **Program Delivery and Quality Assurance**

1. Provide academic leadership for curriculum delivery across all UCLIC sites, ensuring consistency, comparability, and alignment with LIC best practices and UMEC policies.
2. Oversee curriculum design, curricular frameworks, rotation objectives, and academic standards, with implementation support from the Assistant Director and the UCLIC Clerkship Committee.
3. Review complex or high-stakes student performance issues and co-develop remediation plans with the Assistant Director and Evaluation Coordinator.
4. Lead UCLIC's accreditation processes, ensuring compliance with CACMS standards, preparing required documentation, and collaborating with UME accreditation leadership during review cycles and site visits.

5. Oversee program evaluation activities, analyze evaluation data, and identify systemic issues or opportunities for improvement.
6. Provide final recommendations for quality improvement to UME, UMEC, and DLRI and ensure ongoing monitoring of implemented changes.
7. Maintain productive relationships with Department Heads, AHS Zone leadership, and community-based physicians to support program implementation and clinical learning opportunities.
8. Actively contribute to approx. ten UCLIC Clerkship Committee meetings per year to support governance, decision-making and curriculum oversight.

#### **Administration & Governance**

1. Chair the UCLIC Clerkship Committee and guide program decision-making, policy alignment, and integration with broader UME and DLRI strategies.
2. Represent UCLIC at key committees, including the UME Clerkship Committee and DLRI's Distributed Medical Education Committee (DMEC).
3. Oversee budget planning and financial stewardship for UCLIC, in collaboration with DLRI administrative leadership.
4. Lead planning and priorities for UCLIC site visits, ensuring follow-up and alignment with program goals.
5. Participate in undergraduate and postgraduate teaching as appropriate.

#### **Research & Scholarship**

1. Provide leadership in fostering scholarly activity related to LIC models, rural generalism, and distributed medical education.
2. Support preceptors, learners, and faculty in developing research and scholarship suitable for dissemination at conferences or in peer-reviewed publications.
3. Collaborate with DLRI to advance scholarly inquiry at rural/regional sites.
4. Promote UCLIC through external engagement, presentations, and academic partnerships.

Revised: December 2025  
Approved By: Dr. Amy Bromley, Associate Dean  
Undergraduate Medical Education