

**Loyola University of Chicago
Stritch School of Medicine**

Clerkship Director Job Description

A Clerkship Director designs, manages and evaluates their clerkship in keeping with the overall school learning objectives, recommendations of the Central Curricular Authority (CCA) or any of its standing subcommittees and relevant national recommendations directed to their subject matter. The Clerkship Director communicates the expectations of their clerkship to their students, staff, faculty and administration. A director acts as a link between students and faculty, demonstrating interpersonal and leadership skills that earn the trust of both groups.

The Clerkship Director should remain informed of trends and practices in medical education, pedagogy, technology, and administration. A director should engage in scholarly activities and assume leadership roles in SSOM educational endeavors. The Clerkship Director is responsible for developing and maintaining a vision for the short and long-term activity of their Clerkship. This effort entails ongoing development and planning, in consultation with their staff, faculty and the administration. The director will be responsible for reporting and monitoring revisions in content and assessments and any significant revisions in content will need to be approved by the CCA

Clerkship Director Responsibilities

Curricular Activities:

1. Work closely and collaboratively with the Curricular Year Directors to assure that the necessary and desired educational content is addressed and optimal learning methods are utilized.
2. Track national trends in medical education in their area, and implement changes as needed with collaboration from the CCA and Curricular Year Directors.
3. Work directly with directors and leaders of other clerkships, courses, and curricular initiatives, including vertical curricula and Director of Topics in Clinical Medicine, as appropriate, to ensure consistency, coordination and integration, with minimal redundancy.
4. Develop, review and revise clerkship learning objectives to meet educational goals, and effectively communicate clerkship objectives, and outcome measures to faculty and students.
5. Work closely with the faculty to encourage ongoing quality improvement in the clerkship including improvements in clerkship content, refinement of learning objectives, and development of improved assessment instruments.
6. Work directly with the Clinical Skills Center staff where appropriate to enhance both teaching and assessment within your clerkship.
7. Regularly review, and if necessary revise, clerkship-specific required clinical encounters and designated alternates, and required clinical skills

8. Effectively communicate required clinical encounters and skills to faculty and residents
9. Review and respond appropriately to student clerkship evaluation information, including meeting with student review panels.
10. Work with the clerkship affiliate site coordinators to achieve consistent clerkship experiences across all sites.
11. Develop and review outcome measures to assess the achievement of learning objectives within the competencies, and provide feedback, when requested, to the CCA, Competency Evaluation and Assessment Review Committee (CEARC) and the Evaluation Subcommittee.
12. Implement and document appropriate changes in clerkship based upon ongoing self-assessment as well as student evaluations, Evaluation Sub-Committee reports, input from the Deans or Curricular Year Directors and changes in school or national directives. Report these changes to the CCA and Subcommittees for their input.

Administrative Activities:

1. Provide a structure for formal mid-clerkship feedback ensure the process is clear for students and faculty.
2. Prepare summative feedback, including narrative comments, to students based on individual evaluators' feedback.
3. Attend, when appropriate, lectures, small group activities, teaching rounds and other clerkship educational activities to monitor quality and consistency.
4. Work closely with the educational deans and the Office of Medical Education to provide any necessary data or information that is required to ensure compliance with the directives and requirements of the Liaison Committee on Medical Education (LCME), and other national licensing and accreditation bodies.
5. Collaborate with the Office of Student Affairs in matters regarding student requests for exam delays. Communicate absences from required clerkship activities to Student Affairs.
6. Identify, assign/reassign and track the teaching quality of faculty for specific teaching responsibilities in the clerkship.
7. Calculate and calibrate student grades after defining and establishing standards and parameters for grading, adhering to school policies and directives concerning grading in collaboration with CEARC.
8. Provide the Office of Registration and Records with student grades and competency assessments according to school policy.

9. Systematically review evaluations of individual teachers (including house staff), make evaluation data available to teachers and the Department Chair, and provide timely feedback to teachers and including Residency Program Directors.
10. Promptly address student reports and concerns of professionalism issues of faculty or resident educators or staff members; as circumstances warrant bring concerns to the Professionalism Review and Concern Committee to facilitate necessary corrective action
11. Submit to the CCA the Annual Inventory for Proposed Changes within thirty days of report request, and promptly respond to report requests by the CCA Subcommittees.
12. Meet yearly with the Assistant Clinical Deans and Vice-Dean for Education (or designees) for performance evaluation .
13. Work with Vice-Dean for Education (or designee) to recruit and maintain clinical affiliate teaching sites.

Service Activities:

1. Attend and participate in clerkship director meetings and activities.
2. Participate in CCA and its subcommittee meetings and activities when necessary or requested.
3. Serve, when requested, in leadership roles in SSOM educational activities, projects, task forces, etc.
4. Mentor other faculty to assume leadership roles in respective clerkships. As the director assume responsibility for mentorship of the Assistant Director and clearly define their role.
5. Participate in important school events such as graduation, St. Luke's Week and St. Albert's day.

Acknowledgement:

It is acknowledged that the Clerkship Director's responsibilities are year-round. As such, appropriate release time from clinical and/or department responsibilities will be provided by the administration in recognition of the time, energy, and expertise the management of the course or clerkship requires. It is acknowledged that while courses and clerkships may vary in time commitment based on the length of the course or clerkship, the work of a Clerkship Director is an on-going responsibility. Support for educational research into the effectiveness of instruction and practices will be provided. This will permit the evaluation of the effectiveness of our pedagogical programs and our success in integrating technology and pedagogy. Educational research with the direct input from the Clerkship Director will determine whether current educational efforts are effective and where improvements may be warranted. Finally, an educational scholarship budget

will be provided at the approval of the Office of Educational Affairs to permit the Clerkship Director to remain current with developments in technology and pedagogy, including attendance and presentation at high-level national educational conferences.

Each clerkship director is supported by the institution with:

- 1) A clerkship coordinator to assist in running the clerkship
- 2) A budget for running the clerkship and proper instruction in the management of the budget
- 3) An Assistant Clerkship Director
- 4) Faculty development concerning educational research and outcomes and their own professional development in regards to their role as Director and educator.

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