

Clerkship Director Committee – Operational Guidelines

Purpose:

The primary purpose of the Clerkship Director Committee is to allow a forum for the third and fourth year required clerkship directors and assistant clerkship directors to meet in regards to the medical school curriculum and to recognize and support their professional development.

Format/Agenda:

The meeting serves to disseminate curricular information related to administrative guidelines, internal/external reports, receive feedback on Stritch School of Medicine policy and actions, explore alternative teaching opportunities/clinical site and faculty development/recruitment and support and to facilitate integration of curricular updates and revisions to the third and fourth year curriculum.

Meetings are monthly, on the third Monday of each month from 7am to 8am via video conferencing (Zoom). Agenda topics may include but will not be limited to:

- Review and report on LCME elements pertaining to the clinical clerkships.
- Review and report on SSOM policies pertaining to the clinical clerkships.
- Clerkship and Assistant Clerkship Director presentations (curricular interventions, national meeting updates)

Chair: Assistant Dean for Clinical Development

Vice-Chair: Assistant Dean for Clinical Transformation

Membership (Members serve during their administrative position):

- Clerkship and Assistant Clerkship Directors for required clerkships:
 - General Surgery
 - Neurology
 - Obstetrics and Gynecology
 - Family Medicine
 - Sub Intern – Wards
 - Patient Centered Medicine 3
 - Internal Medicine
 - Pediatrics
 - Psychiatry
 - Emergency Medicine
 - Sub Intern – ICU
 - Patient Centered Medicine 4
- Topics in Clinical Medicine Director
- Vertical Integrated Curriculum Directors
- Representative from Academic Center for Excellence
- Curriculum Year Director, Year 3
- Curriculum Year Director, Year 4
- Chair of the Central Curricular Authority (CCA) (ex-officio)

Minutes:

Minutes of each meeting will reflect the discussion and deliberations of the committee, will be finalized by the Assistant Educational Deans and distributed to the membership and the CCA.