

## Loyola University Chicago Stritch School of Medicine

### DUTIES/RESPONSIBILITIES OF ASSISTANT CLERKSHIP DIRECTORS

An ***assistant clerkship director*** should help the director in designing, managing and evaluating a required clerkship in keeping with the School's overall competency based learning objectives, recommendations of the CCA and relevant national recommendations. Such assistance should be both practical and conceptual. The assistant should be able to substitute for the director in situations of the directors' absence. Specific areas of such support may include:

1. Assist in the scheduling of rotations, call, lectures, small group activities, etc.
2. Assist in grade compiling and calculation, including construction of individual student formative and summative evaluations.
3. Assist in writing and evaluating test questions.
4. Assist in the mid-clerkship feedback process and review of student logs of required clinical conditions.
5. Attend and participate in clerkship orientations.
6. Attend and participate in clerkship director meetings.
7. Assist with the development/implementation of new curricular items including, but not limited to new OSCEs, on-line education experiences, etc.
8. Assist the course director in preparing the Annual Inventory for Proposed Changes.
9. Attend and participate in the Student Review Panel Meeting.
10. Participate in leadership roles in SSOM educational activities, projects, task forces, etc as opportunities arise.
11. When requested participate in important school events such as graduation, St. Luke's Week and St. Albert's day.
12. Role model team work and interprofessionalism for the students
13. Participate in professional development activities
14. Assist the Clerkship Director in new school or clerkship initiatives and needs as they arise