

University of Minnesota Medical School Psychiatry Clerkship - Site Director

- Mission:
 - Direct the Psychiatry Clerkship at their site (M Health, Regions, Hennepin Health, St. Luke's Hospital Duluth or MVAHCS).
 - Maintain the Clerkship within the confines of course and medical school policies
 - Collaborate with Education leadership at the site to support high quality education
 - Develop, change, or discard Initiatives in Progress
- To Do:
 - Provide a comprehensive Clerkship overview at the student orientation every 4 weeks - consider making a video of repetitive materials
 - Host Site Director office hours, or otherwise be available to students, throughout the 4 weeks of the course.
 - Assure timely completion and submission of final student grades for the Psychiatry Clerkship
 - Evaluations should be completed 2 weeks (at maximum 4 weeks) after the student has completed their rotation
 - Evaluations must have comments that accurately reflect the student's clinical skills, at least 2-3 sentences.
 - Case Report grades should be returned to the Clerkship Coordinator no more than 2 weeks after the student has completed their rotation
 - Collaborate with the Course Coordinator(s) to support the logistics and daily function of the courses
 - Participate in Psychiatric Site Director meetings quarterly, engaging in clerkship planning and capacity building.
 - Respond to feedback from students with iterative improvements, including preceptor development and site-specific improvements.
- Recommended: Attend and present at the annual meeting of the Association of Directors of Medical Student Education in Psychiatry (ADMSEP).