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).

Updated March 2022