



## Medicine (MED 7500) Clerkship Site Director

### Description:

The site director is responsible for coordination and oversight of all activities for the core Medicine Clerkship (MED 7500) at a site. The Medicine Clerkship is an 8-week required rotation for third year medical students in which students spend the time on the general medicine inpatient wards. There is no ambulatory or subspecialty component.

### Essential Qualifications for a Clerkship Site Director:

The qualities and competencies of the site director reflect the school's commitment to student education, learning environment, and educational innovation.

The site director is a role model and advocate for students and as a representative of academic internal medicine. The candidate's sense of duty to patients, families, coworkers, and learners should be an essential consideration in being selected as site director.

### The site director must:

- Be clinically experienced and board certified in internal medicine.
- Demonstrate enthusiasm about working with students and in undergraduate medical education.
- Have experience with clinical supervision and instruction of medical students with demonstrated excellence in direct teaching.
- Have the professional skills to give feedback to learners and teachers.
- Have demonstrated leadership skills.
- Demonstrate initiative to help develop and implement new educational innovations.
- Clinical practice at the same site.

### Site Director Responsibilities:

- Participate in orientation (the first day of the clerkship, every 8 weeks throughout academic year)
- Provide a clinical experience at the site that meets departmental and medical school learning objectives for the clerkship for every student.
  - Be familiar with clerkship specific goals and how they are met at your site and ensure their implementation.
  - Provide clear and specific expectations and standards for student participation in patient care at clinical sites (such as duty hours, patient care expectations) to students as well as supervising and collaborating providers (including residents and clinical faculty).
  - Work with site coordinator to create an organized experience at the site for students, including schedules for call, time off, and teaching sessions.
  - Collaborate with the residency program, including the chief residents, to coordinate teaching between the student and resident training programs.
- Provide for assessment of students at site, including:
  - Routinely monitor performance, progress, and concerns regarding students' experiences throughout the clerkship, allowing for timely recognition of

- students with difficulties and ensure they are provided appropriate coaching and remediation where possible within the rotation.
- o Meet with students at mid- and end-of-clerkship rotation (at a minimum) to provide and document feedback on their performance.
  - o Ensure timely and accurate completion of student assessments by faculty/residents.
  - o Ensure completion of all required assignments assessments, including journal club, EPAs, CSAs, and RCEs.
  - o Engage in discussion and determination of final grade prior to the clerkship grade deadline.
  - o Review and address any concerns related to the clerkship site, including inquiries, policy clarifications, and violations.
- Assist clerkship director with specific clerkship wide activities including:
    - o Addressing clerkship-wide and site specific concerns and improvement efforts
    - o Improvement of curricular and assessment materials
    - o Devising and implementing new course innovations
    - o Participating in regular course review, both within the department and for governing bodies such as the Clinical Education Committee (CEC) or the LCME Committee
    - o Provide data and letters for and attend meetings of the Scholastic Standing Committees when there are student course failures at the site
  - Participate as an active member of the clerkship committees to discuss student grades (every 8 weeks) and at monthly UME curriculum meetings

### **Reporting Relationship for the Site Director:**

The site director has roles and responsibilities within his/her site, the Medical School and the Department of Medicine. The site director directly reports to the clerkship director.

The site director is appointed by and serves at the discretion of the Vice Chair for Education, the Clerkship Director and the individual site which will provide 0.15 FTE Support and clerkship coordinator support.

Adapted from: Pangaro L Bachicha J Brodkey A Chumley-Jones H Fincher RM Gelb D Morgenstern B Sachdeva AK. Expectations of and for Clerkship Directors: A Collaborative Statement from the Alliance for Clinical Education. *Teaching and Learning in Medicine*. 2003; 15: 217–222.