

Site Director Description

Outpatient Selective Clerkship, INMD 7805

University of Minnesota Medical School

Site Director Description:

The Site Director is responsible for the initial coordination and ongoing oversight of the activities of Outpatient Selective (INMD 7805) clinical rotation at their site. This two-week clerkship is required for all third year medical students and provides them with an interprofessional experience in team-based, ambulatory care.

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 serves as a representative of academic 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:

- Hold or acquire a Community Instructor or Adjunct Faculty appointment
 - Community Instructors: chance to pursue adjunct faculty status; the Course Coordinator can facilitate this appointment if needed
- Be clinically experienced and board certified in their respective medical field.
- 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, and/or be willing to learn the skills and methods needed for effective ambulatory teaching. The University of Minnesota Medical School has resources to help preceptors improve their teaching skills; contact the Course Coordinator to access these resources.
- Have the professional skills to give feedback to learners and teachers.
- Clinical practice at the same site.

Site Director Responsibilities:

- Ideally work with the student during the two week period for 1-4 halfblocks
- If scheduled to work with the student, participate in student assessments:
 - At the end of the 2-week rotation, students will schedule a 10-15 minute meeting with you (or the last preceptor they worked with) to complete the final Clinical Skills Assessment (CSA) in conjunction with reviewing overall performance, including the mid-CSA, Required Clinical Experiences (RCE), and Entrustable Professional Activities (EPA). The final CSA is a synthesis of the mid-CSA with a self assessment from the student and personal observations from the site director (or other preceptor). This may be done in person or virtually at the preceptor's discretion. The student is responsible for having all of the required CSAs, EPAs, and RCEs

completed prior to the final CSA. The Mid CSA can be completed by other preceptors.

- Ensure all students are provided an experience that meets the departmental and medical school's learning objectives for the course.
 - Be familiar with clerkship goals and ensure they are met and implemented
 - Provide clear expectations of standards for student participation, such as dress code and patient care expectations.
 - Oversee colleagues who serve as preceptors or trainers to these students (physicians, residents, and other team-based care members that provide shadowing experiences)
- Provide feedback to the Course Director and Coordinator to continually improve upon the course for all participants and affiliates
- Communicate with the Course Director and Coordinator to establish capacity on an ongoing (every 3-6 months) or yearly basis.

Initial Set Up:

- Student Onboarding: the Course Coordinator will notify a clinic site if more information is needed to ensure onboarding steps can be completed on time.
- Scheduling: work with the Course Coordinator to determine an efficient way to create schedules for each 2-week period. The Course Coordinator can provide scheduling support to lessen the administrative burden for clinic staff and/or preceptors. Scheduling usually takes 20-30 minutes per 2-week period.

Is there any funding or teaching compensation available for participating preceptors?

No specific compensation exists, however participating in this sort of teaching and leadership role would be a part of promotion and tenure for all tracks, both tenure and non-tenure in the Medical School and can count towards an Education Incentive bonus in certain Departments as well.

Other benefits to the faculty member hosting a student include reduced time in documentation (students can complete the daily progress note for co-signature) as well as the gratification of teaching the next generation of physicians. Another benefit is to attract more students to consider your field or ambulatory practice in general as a career option, to balance the more extensive patient experiences they have in the hospital setting.