

## **Clerkship Course Director – Job Description**

The **Clerkship Course Director** is responsible for the overall organization, function, and quality of the medical student experience in the clinical clerkship course. This includes quality of teaching, type and quantity of clinical and academic activities, assessment of students, and physical and psychological safety of the learning environment for the students. The Course Director collaborates with Site Directors to ensure that the educational experience is comparable for students at all training sites. The Course Director reports to the Clerkship Component Director and is a member *ex-officio* of the Clerkship Committee as per the terms of reference of that Committee. The expected time commitment is one half-day every second week (0.05 FTE) for Year 3 courses, and a half-day every third week for Year 4 courses (0.03 FTE), in addition to any time spent on Site Director duties.

N.B. An individual who is responsible for only a segment of a clerkship course (e.g. NICU, Child Psychiatry, Outpatient Clinic, service chief etc.) is not considered a Clerkship Course Director and does not receive a stipend from the UGME Office.

### **General duties**

The Clerkship Course Director collaborates with the Clerkship Site Directors and MDCM Curricular Theme Leaders to implement MDCM Program Committee and Clerkship Committee decisions, through policies and procedures that ensure the quality of the educational experience in Clerkship and ensure that Clerkship-relevant accreditation standards are attained and maintained.

### **Specific duties**

The Clerkship Course Director is expected to:

1. Meet regularly (minimum of four times per academic year) with Site Directors, site administrators and student representatives to review the course, address student and/or course issues and concerns and ensure comparability of the educational experience across sites, including Gatineau.
2. Regularly attend (i.e. no less than 50% of) Clerkship Committee meetings in person or by teleconference/videoconference (e.g. Skype) as per the terms of reference of that committee, and report on these to members of the discipline's Clerkship/undergraduate committee
3. Develop and maintain the academic content of the Clerkship course in accordance with MDCM Program and Clerkship Component policies and procedures
  - a. Establish course and session learning objectives that:
    - i. Take into account a logical progression from Fundamentals of Medicine and Dentistry and TCP towards supervised clinical practice
    - ii. Link to the MDCM Program Objectives and include the assigned MCC Clinical Presentations, required encounters and procedures, and relevant curricular themes mandated by the MDCM Program Committee
  - b. Establish the teaching and learning methods and activities, including clinical exposure, necessary to allow clerkship students to meet course and component objectives, which includes the development of alternative learning experiences for students who miss mandatory learning activities

- c. Establish the course requirements and assessments that allow for assessment of student attainment of learning objectives, in accordance with MDCM Program requirements, which includes:
    - i. Developing and/or identifying assessment tools, exam items (e.g. questions) and remediation activities
    - ii. Establishing consequences for students who do not initially pass one or more elements of the course
  - d. Collaborate with the MDCM Program Committee and its subcommittees in monitoring student performance and course performance and implement appropriate changes to course content or structure, which includes submitting an annual course report to the Clerkship Component Director, as per the requirements of the MDCM Program Committee and the Program Evaluation and Curricular Outcomes (PECO) Subcommittee.
- 4. Implement the Clerkship course in accordance with MDCM Program and Clerkship Component policies and procedures, in collaboration with the Clerkship Site Directors and MDCM Curricular Theme Leaders
  - a. Ensure that Clerkship-relevant accreditation standards (e.g. equivalence of experiences across training sites and academic periods, required clinical encounters & procedures, midway feedback and narrative feedback, UGME Workload Policy, linking of learning activities and assessment to program objectives) are attained and maintained
  - b. Develop the overall course schedule, which includes planning and scheduling clinical and academic course activities and recruiting teachers for these, in collaboration with the Site Directors
  - c. Orient students and teachers (residents and faculty) to course and session learning objectives, course structure, and assessment activities and ensure that the same key information is transmitted to all students at all training sites.
  - d. Coordinate and monitor assessment activities
    - i. Plan and schedule assessment activities, including remedial activities
    - ii. Ensure that midway feedback is provided to all students in the course, and that both midway and final feedback is provided to any student who is having difficulty meeting course objectives
    - iii. Ensure that student assessments are submitted to the UGME Office no later than 4-weeks after the end of the course
    - iv. Meet with students dissatisfied with their assessment in the event that the issue cannot be resolved by the Site Director
    - v. Coordinate and participate in exam reviews as per the McGill University policy
  - e. Ensure that the course section (e.g. course information, objectives, course requirements and assessment, etc.) posted on the online learning management system (myCourses) meets UGME requirements, is easily accessible to students and Course and Site Directors and Administrators, and is accurate, comprehensive and up to date
  - f. Collaborate with the Assistant Dean for Student Affairs on issues related to student wellness, mistreatment and the learning environment
- 5. Communicate and collaborate with the Clerkship Component Director & Administrator, Clerkship Course Administrator, Clerkship Site Directors & Administrators, and Clerkship Site Physician Leads regarding the Clerkship Course. Respond to email, phone and in-person queries
- 6. Communicate and collaborate with students regarding Clerkship

- a. Together with the Course Administrator, schedule and conduct information meetings to orient students to course information and scheduling
  - b. Respond to email, phone, and in-person queries from students
  - c. Together with the Course Administrator, draft and send emails to the students on course-related issues
  - d. Promptly notify the Clerkship Component Administrator of any issues with respect to student facilities at the site (e.g. library access, scrubs, lockers, on-call rooms, etc.)
7. Contribute to the longitudinal Integrated Assessment Courses in Clerkship which includes submission and review of exam items (e.g. for the progress test and OSCE)
8. Participate in relevant Faculty Development activities