

**Loyola University of Chicago
Stritch School of Medicine**

Course and Clerkship Director Job Description

A course/clerkship director designs, manages and evaluates a required course or clerkship in keeping with the overall school learning objectives, recommendations of the CCA or any of its standing subcommittees and relevant national recommendations directed to the subject matter.

A director acts as a link between students and faculty, demonstrating interpersonal and leadership skills that earn the trust of both groups. Additionally, a director demonstrates scholarly activities in medical education and assumes leadership roles in SSOM educational endeavors.

The director is responsible for developing and maintaining a vision for the short-term and long-term development and activity of the Course/Clerkship. This ongoing effort entails development, planning, reporting, and monitoring.

The Course/Clerkship director needs to remain informed of trends and practices in medical education, pedagogy, technology, and administration. Planning involves consultation with staff and instructors, the administration and the faculty.

Course/Clerkship directors need to communicate their vision to the students, staff, instructors, administration and the faculty. Finally, CCA will monitor the overall accomplishments of the course/clerkship, and any necessary or significant revisions in content will need to be approved by the CCA.

Course/clerkship director Responsibilities

Curricular Activities:

1. Develop and effectively communicate course/clerkship objectives and outcome measures to faculty and students.
2. Work closely and collaboratively with the Curricular Year Directors to assure that the necessary and desired educational content is addressed and optimal learning methods are utilized.
3. Develop and review outcome measures to assess the achievement of learning objectives within the competencies, and provide feedback, when requested, to the CCA, Competency Council and the Evaluation Subcommittee.

4. Work directly with the Clinical Skills Center staff where appropriate to enhance both teaching and assessment within your course/clerkship.
5. Work directly with directors and leaders of other curricular initiatives, including vertical curricula, as appropriate.
6. Review and respond appropriately to student course/clerkship evaluation information, including meeting with student review panels, when appropriate.
7. Work with the CCA Development Subcommittee and the Curricular Year Directors to make ongoing changes in your course/clerkship as needed. (For the Development and Evaluation Subcommittees, completion of a yearly report on any changes is required.)
8. Implement and document appropriate changes in course/clerkship based on student evaluations, Evaluation Sub-Committee reports, input from the Deans or Curricular Year Directors and changes in school or national directives. Report these changes to the CCA Development and Evaluation Subcommittees for their input.
9. Track national trends in medical education in your area, and implement changes as needed with collaboration from the CCA Development Subcommittee and Curricular Year Directors.
10. Engage in scholarly activities in medical education – this may include authoring publications, applying for educational grants, participating in national activities such as giving workshops, presenting abstracts, and serving as a member of education committees.

Administrative Activities:

1. Provide the Office of Registration and Records with student grades and competency assessments within thirty days of course/clerkship completion.
2. Calculate and calibrate student grades after defining and establishing standards and parameters for grading, adhering to school policies and directives concerning grading.
3. Submit to the CCA Evaluation and Development Subcommittees and Senior Associate Dean (or designee) and the Curricular Year Directors the annual Course/Clerkship Director's report within thirty days of report request, and respond in writing to the Evaluation Subcommittee review.

4. Attend, when appropriate, lectures, small group activities, teaching rounds and other course/clerkship educational activities to monitor quality and consistency.
5. Report, when appropriate, on teaching contributions (quality and quantity) of faculty members.
6. Meet yearly with the Senior Associate Dean (or designees) for performance evaluation (based on the director's responsibilities).
7. Identify and assign/reassign faculty for specific teaching responsibilities in course/clerkship.
8. Monitor and administer budgetary resources for implementation of course/clerkship.
9. Participate in the recruitment of new faculty with a focus as to their potential as educators in specific courses/clerkships.
10. Assist Director of Faculty Development with programs covering topics on teaching and evaluation for their resident physicians and faculty.
11. Systematically review student evaluations of individual teachers (including house staff), make evaluation data available to teachers and Department Chair, and provide timely feedback to teachers. (This may include identification of and remediation of unprofessional or abusive behaviors.)
12. Provide individual faculty with Director and Faculty peer feedback on their teaching activities where appropriate.
13. Assist administration in identifying and mentoring an Assistant Director; assign her or him specific duties appropriate to the position.
14. Maintain contact and familiarity with others who teach in related areas to ensure consistency, coordination, and integration, with minimal redundancy.
15. Work closely with the CCA, Educational Affairs, Curricular Year Directors and the other course and clerkship directors in a collaborative fashion to shape the overall educational plan of the institution.

Service Activities:

1. Attend and participate in CCA Development Subcommittee meetings and activities as requested by the subcommittee chair.
2. Attend and participate in course/clerkship director meetings and activities.
3. Serve, when requested, in leadership roles in SSOM educational activities, projects, task forces, etc.
4. Mentor other faculty to assume leadership roles in respective course/clerkships.
5. Participate in evaluation and remediation of students with academic difficulties.

Clerkship Director Specific Activities:

1. Work with the clerkship affiliate site coordinators to achieve consistent clerkship experiences across all sites.
2. Work with Senior Associate Dean (or designee) to recruit and maintain clinical affiliate teaching sites.
3. Provide timely letters of recommendation, if able, when asked, for students applying to residency programs.
4. Provide career counseling and be knowledgeable about residency programs in their appropriate specialties.
5. Prepare summative/formative feedback to students based on individual evaluators' feedback.

Acknowledgement:

It is acknowledged that the Course/Clerkship director's responsibilities are year-round. As such, appropriate release time from clinical and/or department responsibilities will be provided by the administration in recognition of the time, energy, and expertise the management of the course or clerkship requires. It is acknowledged that while courses and clerkships may vary in time commitment based on the length of the course or clerkship, the work of a course/clerkship director is an on-going responsibility. Support for educational research into the effectiveness of instruction and practices will be provided. This will permit the evaluation of the effectiveness of our pedagogical programs and our success in integrating technology and pedagogy. Educational research with the direct input from the Course/Clerkship director will determine whether current

educational efforts are effective and where improvements may be warranted. Finally, an educational scholarship budget will be provided at the approval of Educational Affairs to permit the Course/Clerkship director to remain current with developments in technology and pedagogy, including attendance and presentation at high-level national educational conferences.

CCA recommendations to the SSOM administration on the behalf of the course and clerkship directors:

Each course and clerkship director should be provided by the institution with:

- 1) A course/clerkship coordinator to assist in running the course/clerkship
- 2) A budget for running the course/clerkship and proper instruction in the management of the budget
- 3) An Assistant Course/Clerkship Director
- 4) Accurate and user-friendly accounting and acknowledgement of faculty effort
- 5) Assistance in identifying funding opportunities for educationally directed scholarly work
- 6) Faculty development concerning educational research and outcomes
- 7) Assistance with educational scholarly activities
- 8) Help with mentoring and training to become a better CD

PH/clw

Final 1/24/02

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Proposed Revision 4, March 12, 2007 – AJM (Includes CCA + GG comments + CD comments)

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