Undergraduate Medical Education

Oversight of medical education

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Clerkship Director
Medical school curriculum committee
Liaison Committee on Medical Education (LCME)

Graduate Medical Education

Residency Director
Institutional GME committee
Residency Review Committee (ACGME)

The LCME is a recognized by the U.S. Department of Education as the accrediting body for medical education programs (medical schools) leading to the granting of the M.D. degree in the U.S. and Canadian medical schools (125 U.S. medical schools, 17 Canadian medical schools). The LCME works in collaboration with the Committee on Accreditation of Canadian Medical Schools (CACMS).

The LCME has developed standards for accreditation of medical education programs leading to the M.D. degree (http://www.lcme.org/functions2007jun.pdf). These standards are analogous to the institutional and specialty specific program requirements set forth by the RRC – ACGME.

Role of the Clerkship Director


The clerkship director must provide:

- A full-time clinical experience that meets departmental and medical school learning objectives for the clerkship for every student.
- A written set of core educational goals and objectives for the clerkship, with a plan for periodic review.
- All schedules, including production and distribution.
- Materials that support the curriculum, such as didactics and readings.
- Clear and specific expectations and standards for student participation in patient care at clinical sites (call nights, papers, etc.).
• An overall strategy for assessment of individual students and for programmatic evaluations linked to the goals and objectives.
• Examinations, if used, that address core goals and that are current, valid, and reliable.
• Written final grades for each student with a narrative noting goals, met strengths, and areas for continued work.
• For each clerkship cycle, a summary of students with academic difficulty and a clear strategy for remediation.
• Reports on the sufficiency and comparability of clerkship experiences at all teaching sites.
• Assistance to students applying to residency programs, such as letters of recommendation.

Personal Characteristics of Clerkship Director

• Demonstrated excellence in teaching.
• Professional skills to provide feedback to both students and teachers.
• Skills in strategic planning to develop and alter courses based on resources and needs.
• Demonstrate interest and knowledge in educational theory and research methods.

Role of the Clerkship Administrator

The clerkship administrator will play a major role in the day-to-day operations of a highly successful EM clerkship.

The primary responsibilities for the clerkship administrator include, but are not limited to:

• Serving as the first contact liaison to the medical students, faculty and residents, community training sites, including site directors, other support staff, and the medical school administration.
• Provide administrative support for the clerkship director and associate clerkship director.
• Manage the daily operations of the clerkship, prioritize tasks, and resolve issues as they arise.
• Prepare all clerkship related materials for distribution to the medical students.
• Distribute non-educational items such as locker keys, parking passes, meal tickets, etc.
• Collect and organize all end of clerkship material from medical students (such as course and faculty evaluations, patient encounter logs, etc.).
• Reserve lecture space and obtain audiovisual or other supplies as needed.
• Prepare faculty and resident teaching evaluations, teaching awards, etc.
• Be familiar with the emergency medicine clerkship rotation manual and other
clerkship paperwork / evaluation forms.
- Recruit faculty or residents for medical student teaching as needed.
- Maintain complete and accurate student files.
- Assist with preparation and maintain a confidential file of medical student grades.
- Provide reports on a semi-annual or as needed basis.
- Assist in periodic clerkship reviews for programmatic development.
- Prepare departmental letter of recommendations.
- Prepare documents required for Liaison Committee on Medical Education accreditation.
- Provide administrative support for all other clinical and pre-clinical related student activities.
- Role model professional behavior
- Schedule and coordinate meetings and conference calls.

**Essential Skills for the Clerkship Administrator**

- Well developed interpersonal skills to effectively communicate with medical students, faculty residents, community training sites including site directors, other support staff, and the medical school administration.
- Excellent written and verbal communication skills.
- Excellent computer skills necessary to communicate via email, develop and maintain student reports and other documents, preparing and analyzing spreadsheets, and working with other web based evaluation programs.
- Problem solving, conflict resolution, and decision making skills.
- Time management and organizational skills.

**Personal Characteristics of Clerkship Administrator**

- Approachable
- Provide a sympathetic ear to the students
- Field questions
- Forward thinking
- Takes ownership of the clerkship

**Development of a “Super” – Administrator**

- Assures all scheduling is appropriate
- Grades are submitted on a timely basis
- Core competencies important to school are evaluated on each clerkship (professionalism)
- Evaluation techniques are similar across all clerkships
- Feedback is given and faculty skills are assessed
- Aware of logistically “problematic students”
- Can track across clerkship requirements (procedural curriculum)
Interactive Summaries Required of the Clerkship

- Reports to the Chair, departmental, or medical school-level curriculum committee on student performance and program effectiveness.
- Reports requested by the chair on faculty development, specifying departmental needs and available resources.
- Recommendations to the chair or school-level curriculum committee for changes in clerkship design or methods based on outcome measurements, resource availability, or current trends in education.
- Summaries to the chair (or departmental review committee) on teaching contributions of faculty under consideration for academic promotion.
- A budget describing the costs in faculty time, other personnel, and resources to execute the clerkship.

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