

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-425
ACADEMIC POLICY TITLE: COM - Course Director and Module Dyad Leader Qualifications and Responsibilities	EFFECTIVE DATE: 01/01/2019 REVISED: 03/16/2021
RESPONSIBLE DEPARTMENT: Medical Education, College of Medicine	Approval Authority: Dean, College of Medicine Responsible Office: Office of the Dean, College of Medicine

Appendix C

**Northeast Ohio Medical University
College of Medicine
Position Responsibilities
M1 and M2 Clinical Site Directors**

M1 and M2 Clinical Site Directors report to the appropriate Course Directors who have oversight by Curriculum Committee, specifically through the Pre-clerkship Curriculum Committee and who report to the associate dean(s) for medical education assigned to oversee the M1 and M2 segments of the curriculum.

Responsibilities:

Supervision and recruitment of faculty and instructors

- Serve as a seminar leader at the clinical site
- Recruit and schedule physician faculty to serve as seminar leaders (or oversee the site coordinator performing this process with). Provide seminar leader information to NEOMED.
- Support training of seminar leaders
- Recruit faculty to deliver teaching sessions at the clinical teaching site (or oversee this process with the site coordinator). Provide this information to NEOMED.
- Notify NEOMED of any changes in scheduling for a seminar meeting or lea
- Ensure that students in all learning situations are supervised by a faculty member or otherwise qualified individual who is doing so within the scope of his/her practice (NEOMED Academic Policy 3349-AC-408)
- Ensure appropriate delegation of tasks and appropriate supervision of students. (NEOMED Academic Policy 3349-AC-408)

Support of students and student learning at the site

- Monitor each student's progress in interviews and seminars by keeping an open line of communication with all seminar leaders
- Provide extra practice opportunities for interviews, data recording and seminar skills in conjunction with staff at NEOMED for any student in need of such experiences
- Monitor each student's progress in physical diagnosis laboratories (PDL) by keeping an open line of communication with instructors
- Assist instructors in providing any necessary extra practice or remediation opportunities

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- Preferably, but not required, conduct one or two meetings with each student assigned to the site to review student progress and goals in the pre-clerkship clinical courses
- Report student absences, tardiness and other student conduct and/or professionalism concerns to NEOMED in a timely fashion

Serve as site representative in communications with course directors

- Attend Clinical Site Directors meetings (mid-semester (30 minutes touch base) and end of semester (2 hours)) or send designee if unable to attend.
- At the end of each course compile the assessments and feedback from seminar leaders and instructors to verify that each student is meeting course objectives and to identify students who are experiencing difficulties. Plan to report this information at the Clinical Site Directors meetings.