

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

**Appendix D**

**Northeast Ohio Medical University  
College of Medicine  
Position Responsibilities  
M3 Clinical Experiential Directors**

**Reporting/Supervision:**

All Clinical Experiential Directors report to the Curriculum Committee, specifically through the Clinical Curriculum Subcommittee and to the Associate Dean of Experiential Education

**Position Responsibilities:**

**Curricular:**

- Core Curricular Content
  - Ensure all medical students have access to the appropriate curricular content in the CED’s clinical discipline.
    - i) Make recommendations for M3 and M4 curricular content revisions annually- including input on content for courses that are prerequisite to M3 core clerkships, the core clerkships and the M2 required and elective rotations;
    - ii) review and approve updates to corresponding syllabi and course learning management systems.
    - ii) Assess content accessibility (ex., patient encounters, required text, streaming video lectures, web-based clinical cases)
  - Support the assurance that teaching is comparable among clerkship teaching sites
  - Review overall student performance and curricular content effectiveness annually utilizing standard measures, e.g., NBME subject examination, USMLE Step 2, course evaluation, AAMC Graduate Questionnaire
- Teaching
  - Participate, as needed, in the delivery of the curriculum, including, but not limited to, clerkship related sessions during prerequisite courses.
- Clinical Skills Experience Portfolio (CSEP)
  - Review the assigned essential clinical skills for patient encounters and procedures at least annually.
  - Ensure that these essential clinical skills support the clerkship/course learning objectives  
Review and assess completed student logs for compliance with established guidelines and adherence to comparability standards  
Ensure that all students taking the clerkship
    - i) are observed performing a patient physical examination and taking a patient history relevant to the objectives of that clerkship;

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- ii) have opportunities to complete all required clinical experiences (CSEP); and
  - iii) confirm that all students in the clerkship comply with the college's duty hour policy.
- Affirm proper completion of the CSEP on the students' final grade report forms, including review of contents, as indicated
  - i) Identify and track completion of clerkship- or elective-specific critical skills
  - ii) Identify site-specific deficiencies including but not limited to curricular content, patient volume and case mix
- Clinical Skills Assessments (CSA)
  - Support the clinical skills assessments in the M3 and M4 years
    - i) Identify appropriate content based on the CSEP and curriculum objectives
    - ii) Support development of case content in collaboration with the course directors and/or the Wasson Center
    - iii) Make recommendations for revisions to case content
    - iv) Serve as assessor and identify other faculty to serve as assessors for the CSAs
    - v) Participate in related faculty development, as needed
    - vi) Assist in dissemination of student performance results to clerkship site directors, as needed
- M3 Student Performance Evaluation Forms (SPEF)
  - Review all site-specific final grade report forms for accuracy, completeness and compliance with established assessment and grading guidelines, including appropriateness of final comments to be used for the Medical Student Performance Evaluation (MSPE)
    - i) forms to clerkship site directors for corrections and or additions, as necessary
    - ii) Communicate with clerkship site directors regarding any completion deficiencies; conduct faculty development as needed
  - Participate, as needed, in grade disputes for M3 and M4
- Formative feedback to students
  - Ensure that sites are compliant with the provision of mid-clerkship and end-of-clerkship feedback to students and the provision of narrative assessment

**Administrative:**

- Faculty Development
  - With Clerkship Site Directors, facilitate the delivery of student feedback to individual clinical preceptors across clinical sites

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- Identify need, deliver/facilitate and/or attend discipline specific faculty/resident development related to teaching and student assessment for clerkships and electives
- M3 Clerkships
  - Meetings
    - i) Schedule, with assistance of the Course Coordinator, chair and participate in clerkship-specific site director meetings
    - ii) Participate in Clinical Curriculum Subcommittee meetings
    - iii) Assist in planning and participate in related in-depth clerkship reviews, implement related clerkship-specific recommendations and communicate proceedings to related clerkship site directors
    - iv) Participate in orientation/training (or retraining) of clerkship-specific Clerkship Site Directors
    - v) Meet with site directors as needed to ensure that clerkship requirements are being accomplished.
  - Student Assessment
    - Ensure that SPEFs are submitted in a timely manner from related Clerkship Site Directors, no later than four weeks after the end of the rotation
    - Ensure that competency ratings of “below expectations” are supported by comments
    - Ensure that the summary/global comments are robust and appropriate for inclusion in the MSPE
    - Ensure “Incomplete” SPEF requirements are completed by students
    - Participate, as needed, in grade disputes for M3 and M4
  - Course Evaluation
    - Ensure implementation of curriculum is consistent across teaching sites – assess for site specific discrepancies
    - Review end-of-clerkship site evaluations by students and address concerns with the specific sites
    - Address concerns that are identified outside of formal course evaluation processes with clerkship site directors
    - Conduct an annual evaluation of the performance of their clerkship site directors using the Clerkship Score Card.
- Communication
  - Communicate with the Associate Dean of Experiential Education or the Senior Director of Clinical Experiential Learning with information regarding Clerkship and Elective Site Director(s), student(s), faculty, teaching site concerns, etc.
  - Collaborate with Clinical Experiential Directors from other disciplines

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- Gather discipline specific information from clerkship and elective site directors as necessary
- Seek Clerkship Site Director and Elective Director feedback/input and communicate to Clinical Curriculum Subcommittee and the Associate Dean of Experiential Education as necessary
- **General Oversight**
  - ⊖ Identify student issues and communicate them to the Associate Dean of Experiential Education or the Senior Director of Clinical Experiential Learning.
  - ⊖ Identify site specific issues and communicate them to the Associate Dean of Experiential Education or the Senior Director of Clinical Experiential Learning
  - Provide oversight for implementation of Clinical Curriculum Subcommittee recommendations for the specific clerkship
  - Provide oversight for annual modification and implementation of core curriculum initiatives
  - Collaborate with students, staff, faculty, residents, other module leaders, and the medical college administration to offer a high-quality educational experience and foster a positive learning environment. Any negative factors, influences, or behaviors (e.g., student mistreatment) that take place within a module or clerkship must be reported immediately to the Director of M3 Clinical Experiences and the Associate Dean of Student Affairs. Assist in the mitigation of factors that negatively impact the learning environment.