

# Orientation to Faculty and Residents to Clerkships

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Approved: October 17, 2012

- 1. The Clerkship-Specific Student Manual will be distributed at the beginning of each academic year to all faculty and residents who will be participating in clerkship teaching.**

Prior to the start of each academic year, leadership of each clerkship will send the Office of Medical Student Education (OMSE) an updated Clerkship-Specific Student Manual as well as information on how to contact all faculty and residents who will be participating in clerkship teaching at all sites. It is anticipated that listservs will be utilized; special attention will be taken to include community-based faculty who may not be included on these listservs. OMSE will send all Tucson faculty members and residents a copy of the Clerkship-Specific Student Manual (containing COM EPOs and clerkship-specific learning objectives) as well as information on how to access objectives and policy regarding student performance assessment on Index AZ Medicus. OMSE will also send this manual to representatives at the Phoenix campus to be distributed to all Phoenix faculty members and residents.

- 2. The General Clerkship Instructor Manual, containing policies and procedures pertinent to faculty/residents who teach in the clerkship curriculum (e.g., duty hour policy, mid-clerkship feedback policy, and timely submission of grades), will be distributed at the beginning of each academic year. This manual will be updated annually.**

OMSE will send this manual at the beginning of the academic year to the same list of Tucson faculty and residents who will be participating in clerkship teaching at all sites. If new policies are implemented before the start of a new academic year, OMSE will send these policies to the list of faculty and residents as addenda to the orientation manual for faculty. OMSE will also send this manual to representatives at the Phoenix campus to be distributed to all Phoenix faculty and residents.

- 3. All clerkship directors will provide orientations on their respective clerkships to faculty and residents at the beginning of each academic year.**

At the beginning of every academic year, the clerkship director will arrange to attend a residents' orientation/other meeting and a faculty orientation/meeting to discuss the clerkship, review EPOs and clerkship objectives, review required clinical experiences for the clerkship, review strategies for student performance assessment and grading policies, and review other relevant policies.

**Rationale:**

It is necessary for attending physicians and residents who participate in clerkship education to understand both the COM's Educational Program Objectives (EPOs) Leading to the MD Degree as a whole as well as the learning objectives specified for the clerkships in each discipline. Knowledge of these objectives will help attending and resident educators to assure that students are receiving an appropriate educational experience and to modify that experience as necessary to achieve the stated objectives.

**Relevant LCME Standards:**

ED-3. The objectives of a medical education program must be made known to all medical students and to the faculty, residents, and others with direct responsibilities for medical student education and assessment.

ED-24. At an institution offering a medical education program, residents who supervise or teach medical students and graduate students and postdoctoral fellows in the biomedical sciences who serve as teachers or teaching assistants must be familiar with the educational objectives of the course or clerkship rotation and be prepared for their roles in teaching and assessment.