

Clerkship Co-Directors and Site Directors Meetings and Site Visits

Approved: December 12, 2012

Clerkship Co-Directors & Site Directors Meetings

Clerkship co-directors, all site directors/preceptors for each site to which students are assigned for the clerkship, and clerkship coordinators will meet twice yearly. It is recommended that the meetings are held in November/December and again in May/June to inform/discuss changes needed during the current academic year and to prepare for the following year. If the number of sites used at either campus precludes a single meeting with all clerkship leaders, Phoenix and Tucson clerkship co-directors and coordinators may first meet with their campus-specific site directors separately; in such cases, Phoenix and Tucson clerkship co-directors and coordinators subsequently will conduct a summary meeting to assure that the sites managed by both campuses are coordinated. Meetings may be in-person, teleconferenced or video-conferenced, or a combination of these modalities. Participants should be prepared to review and discuss data related to student performance, patient logs and clerkship management as well as student feedback on the clerkship, faculty and residents.

Any inconsistencies identified among sites or between campuses will be addressed in a timely manner by the clerkship co-directors. Co-directors may also collaborate with the Tucson and/or Phoenix Clinical Curriculum Subcommittees (T/PCCS) to find appropriate solutions to any issues involving coordination between the two campuses.

These meetings will be documented (as assigned by clerkship co-directors) via the attached meeting report form; documentation will be forwarded to the dean for medical student education in Tucson and the Clerkship Manager in Phoenix. These records also will be shared with the Clerkship Review Subcommittee and may be included as data in the biennial review of each clerkship to ensure that inconsistencies are addressed in a timely manner. Members of the T/PCCS will also receive a copy of these reports.

Site Visits

In addition, clerkship co-directors or designees will physically visit each clerkship site at least once a year. This will allow the co-directors or designees to directly assess the quality of the clerkship at all sites.

Rationale:

The College of Medicine must assure compliance with LCME accreditation standards regarding the equivalence of learning experiences available across all sites of the clerkship. This policy/procedure also

will help clerkship leadership maintain and improve the quality of clerkships, and will assist the EPC in fulfilling its responsibility to provide oversight for the clerkship educational program.

Relevant Standard:

ED-8. The curriculum of a medical education program must include comparable educational experiences and equivalent methods of assessment across all instructional sites within a given discipline.