

# Clerkship/Block Change Policy for Year 3

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Approved: September 18, 2013

The UA COM curriculum for Year 3 has been designed to be integrated, advancing upon the core competencies obtained during Years 1 and 2, with an emphasis on active learning and the development of skills to promote life-long learning. Clerkship co-directors and block directors for Year 3 along with the Educational Policy Committee (EPC) share responsibility for assessing the clerkships and Year 3 blocks and proposing adjustments to improve the quality of the educational experience while maintaining a curriculum that reflects these characteristics.

To that end, authority to implement changes in the Year 3 clerkships/blocks is described below.

- I. Desired changes in an individual Year 3 clerkship/block that may be implemented by the clerkship co-directors/block directors **without review** or approval:
  - Minor adjustments in the content of an individual clerkship/block (i.e. any change to improve content that does not require changes to the learning objectives for that clerkship/block).

The following proposed changes to an individual Year 3 clerkship/block **must be approved** prior to implementation in order to assess the potential impact of the change on the characteristics and goals of the curriculum as it was designed:

- Changes in the clerkship sites and/or site directors.
- Changes in the clerkship co-director or block director.
- Changes that affect the objectives for the clerkship/block and/or affect the balance of competencies addressed by the clerkship/block.
- Changes to the types of patients or clinical conditions that students must encounter during the clerkship.
- Changes that affect assessment of student performance (e.g., change in the grading rubric, change in the clerkship/block examination process, etc.)
- Changes that remove or add time dedicated to a thread topic. Such changes need to be first approved and then discussed with the appropriate thread director.

## Procedures

To propose any of the changes itemized in section II above:

- ON OR BEFORE FEBRUARY 22 OF EACH ACADEMIC YEAR- The clerkship co-director/block director completes the “Clerkship Change Form” (linked, below) and submits the completed

form to the Associate Dean for Medical Student Education (Tucson) AND the Phoenix Educational Policy Committee (PEPC) Chair (Phoenix).

- The Associate Dean for Medical Student Education (Tucson) and the Chair of PEPC (Phoenix) determine the impact of the proposed change on the curriculum. At this point, they may approve the proposed change for implementation, or forward the proposal to the appropriate educational governance committee (eg TEPC, EPC) if committee approval is warranted. The clerkship co-director/block director will be notified if the proposed change is forwarded to committee.
- If the Associate Dean for Medical Student Education and/or PEPC Chair decides to forward the proposal for educational governance committee review the clerkship co-director/block director may withdraw or change the proposal. If he/she decides to change the proposal, he/she will complete a second Clerkship Change Form.
- The clerkship co-director/block director will be notified immediately by the Associate Dean for Medical Student Education (Tucson) and/or the PEPC Chair (Phoenix) after its decision is made.

Relevant Accreditation Standards:

- ED-33. There must be integrated institutional responsibility in a medical education program for the overall design, management, and evaluation of a coherent and coordinated curriculum.
- ED-34. The faculty of a medical education program must be responsible for the detailed design and implementation of the components of the curriculum.