

Orientation of Faculty and Residents to Clerkships

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Definitions

Clerkship syllabus: Contains the University of Arizona College of Medicine – Tucson (COM – T) Education Program Objectives leading to the MD degree and clerkship-specific learning objectives assessment and instructional methods, grading scale and policies, and information on how to contact all faculty and residents who will be participating in clerkship teaching at all sites.

Clerkship Instructor Manual: Contains 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),

Residency Management System (RMS): any residency education database management system that interfaces with both Graduate and Undergraduate Medical Education (i.e. New Innovations)

Clerkship Syllabus

Annual Updates and Distribution

Each clerkship syllabus will be updated annually by each clerkship and finalized by Curricular Affairs at least one month prior to the start of the clerkship year. Final versions will be continuously maintained on the COM-T file share site and the RMS.

Curricular Affairs will notify clerkship leadership and the GME office that **the** final versions of the syllabi are uploaded to the COM-T file share site and the RMS platform. Clerkships will send to all faculty teaching at their sites copies or links to their clerkship syllabus. The GME office will send to all residents copies or links of the syllabi for all clerkships.

Clerkship Instructor Manual

Annual Updates and Distribution

At least one month prior to the start of the clerkship year, Curricular Affairs will update this manual. Final versions of this manual will be continuously maintained on the COM-T file share site and the RMS.

Curricular Affairs will notify clerkship leadership and the GME office that the final version of this manual is uploaded to the COM-T file share site and the RMS platform. Clerkships will send to all faculty teaching at their sites and the GME office will send to the residents copies or links to the manual.

Revisions Process

For any revisions made to the syllabi or manual, Curricular Affairs will notify clerkship leadership and the GME Office of those revisions and that the final version has been uploaded to the COM-T file share site and RMS platform. It will be the responsibility of the clerkships to notify their teaching faculty and the GME office to notify residents of the access to the updated versions of this manual and the syllabi.

Annual Orientations

All clerkship directors will provide their faculty and resident instructors orientations to their respective clerkship programs at the beginning of each clerkship year.

Each clerkship director will arrange to attend a residents' orientation (or other residency program meeting) and a faculty orientation (or faculty 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 be familiar with the COM – T Educational Program Objectives (EPOs) leading to the MD Degree and the clerkship learning objectives. Knowledge of these objectives will help attending and resident educators ensure that students are receiving comparable educational experiences across sites.

Relevant LCME Standards¹

6.1 Program and Learning Objectives

The faculty of a medical school define its medical education program objectives in outcome-based terms that allow the assessment of medical students' progress in developing the competencies that the profession and the public expect of a physician. The medical school makes these medical education program objectives known to all medical students and faculty. In addition, the medical school ensures that the learning objectives for each required learning experience (e.g., course, clerkship) are made known to all medical students and those faculty, residents, and others with teaching and assessment responsibilities in those required experiences.

6.2 Required Clinical Experiences

The faculty of a medical school define the types of patients and clinical conditions that medical students are required to encounter, the skills to be performed by medical students, the appropriate clinical settings for these experiences, and the expected levels of medical student responsibility.

(DCI narrative response question d. Describe how medical students, faculty, and residents are informed of the required clinical encounters and skills and the expected level of student responsibility for each.)

9.1 Preparation of Resident and Non-Faculty Instructors

In a medical school, residents, graduate students, postdoctoral fellows, and other non-faculty instructors in the medical education program who supervise or teach medical students are familiar with the learning objectives of the course or clerkship and are prepared for their roles in teaching and assessment. The medical school provides resources to enhance residents' and non-faculty instructors' teaching and assessment skills, and provides central monitoring of their participation in those opportunities.

¹ LCME *Data Collection Instrument*, Full, 2021-22 Accessed 9/30/21 (URL: <https://lcme.org/publications/>)