

# Clerkship Directors Subcommittee:

## *Charter*

### **Purpose**

The Curriculum Committee would like to ensure high quality across our clerkship curriculum. A subcommittee focused on clerkship quality will help in monitoring outcomes and assisting clerkship directors with design and operations.

### **Composition/Reporting**

The subcommittee will be led by the Assistant Dean for Medical Education for the MS3-4 Curriculum, who will organize its activities and take responsibility for its work. Membership will include all clerkship directors and associate directors and at least one Curriculum Committee member who does not hold an administrative role in clerkship education. Faculty and staff non-members may also be selected for their expertise. This subcommittee will annually report to the full Curriculum Committee, to present an overview of the year's activity.

### **Activities**

The Clerkship Directors subcommittee will advise the Curriculum Committee on the management, curricular content, and requirements of clerkships. The subcommittee will:

1. Meet at least quarterly to discuss operations, such as
  - a. curriculum
  - b. process and outcome measures
  - c. assessment/evaluation/grading
2. Review course evaluation data and other student input about the year, including
  - a. Student satisfaction (clerkship feedback forms)
  - b. NBME/USMLE exam outcomes
  - c. Grade submission and distribution
  - d. Narrative assessment of performance
  - e. CCA/Standardized Patient outcomes
  - f. Other data points, provided by OMED and/or the CCQI subcommittee
3. Work as a group on process improvement
  - a. Make recommendations on changes to clerkship process
  - b. Track outcomes of those changes
4. Meet at least annually with Curriculum Committee student representations (MS3-4s) to discuss issues/concerns related to the clerkship curriculum
5. Help assess whether UPSOM program objectives are being adequately met by the clerkship curriculum