

## Job Description of the Clinical Skills Preceptors

### A. Purpose:

The Clinical Skills Preceptor (CSP) role is a medical school faculty educator position designed for physicians to teach medical students the key clinical skills needed to function successfully as clerkship students. Achieving diversity in personal background, department and clinical expertise within the cohort of CSPs is a top priority. The goals are:

- To create an inclusive and professional small group dynamic
- To use evidence informed educational methods to teach clinical skills
- To model and reinforce professional behaviors appropriate for physicians
- To develop a clinical coaching relationship with a group of medical students
- To support development and use of assessments for clinical skills.

### B. Requirements to be a Clinical Skills Preceptors

1. UPSOM faculty including "Clinical-prefix" faculty, Non-tenure stream, and Tenure stream at appropriate ranks or levels. They should have a MD or DO degree or equivalent **and actively be involved in caring for patients either in a direct or advisory role.**
2. Evidence of previous clinical skills teaching experience and/or evidence of formal training in medical education.
3. Divisional and departmental support to allow for the time commitments
4. This will be **5 hour (0.125 FTE) commitment per week** over years
5. Salary support for the 0.125 FTE will be based on the faculty's current salary (maximum \$250,000 salary cap).
6. Activities to include:
  - i. Teach in the Patient Centered Care (PCC) Block courses for example: Medical Interviewing (MI), Physical Exam (PE), Introduction to Clinical Medicine (ICM), sensitive exams including genitourinary and breast exams. (Roughly 4 hr face-to-face time/week)
  - ii. Be available to directly observe and provide feedback to non-cohort students in clinical skills within the above time restrictions
  - iii. Record attendance and track student progress
  - iv. Prepare asynchronously for weekly content, roughly 1 hour a week
  - v. Faculty development which will include regular debriefing meetings and faculty development sessions during non-curricular periods during the year.
  - vi. CSPs should assist in covering other groups as needed, when other CSPs are on vacation or clinical service. A CSP should not miss more than four weeks of the curriculum per year without explicit prior approval.
7. The CSP will provide verbal and written formative feedback to the students in their small groups and will collaborate with content leads on final summative evaluation. They may evaluate and grade students in other capacities in the curriculum, allowing them to serve in other important roles in the curriculum, including course directors, rotation supervisors, and elective supervisors.
8. The CSP job will be renewable every two years at the discretion of the Assistant Dean for Foundations
9. The CSP will report to CSP leads
10. Faculty will be evaluated regularly to provide feedback and improve their teaching skills

### C. For any questions or concerns,

**Clinical Skills Preceptor (CSP) Leadership Team (AKA AED)**

Andrew (Drew) Klein,  
MD MS  
Assistant Professor of  
Medicine  
[kleinaj@upmc.edu](mailto:kleinaj@upmc.edu)  
215-589-5094

Eloho Ufomata, MD MS  
Associate Professor of  
Medicine  
[Elu9@pitt.edu](mailto:Elu9@pitt.edu)  
859-806-6024

Denise Downs  
CSP & Patient Centered Care Educational  
Program Coordinator  
[ddowns@pitt.edu](mailto:ddowns@pitt.edu)  
412-648-8749