

University of Illinois College of Medicine

Detailed Roles and Responsibilities of the UICOM

Core Clerkship Director

Clerkship-Specific

- Provide orientation to students at the start of each clerkship block: This happens the first day of each clerkship block and allows students to understand the expectations of the course including detailed course objectives, schedule, assessment methodologies, grading procedures, and strategies for success. Continue to update orientation material to correlate with changes in the clerkship and for the COM as a whole.
- Review and perform iterative improvement to the clerkship syllabus: Update clerkship syllabus as needed, to meet evolving national standards and institutional needs. At least 1x per year the clerkship director must review the clerkship syllabus with the Education Coordinating Committee of clerkship directors and coordinators to ensure that the objectives and requirements remain accurate and up to date.
- Communicate clerkship expectations to teachers: Ensure that faculty and residents teaching within the clerkship are aware of all clerkship objectives and assessment methods, and ensure periodic faculty development opportunities through collaboration with chairs, program directors, and faculty development personnel as needed.
- Review and design iterative improvements to clerkship activities: This may include changing or updating didactic schedules, implementing new opportunities in case discussions or note reviews, standardized patient encounters, or other teaching opportunities. The clerkship director is expected to review student quantitative and qualitative evaluations as well as assessment data including subject exam scores, and they should propose changes to address data of concern. Reach out to all faculty in the department to encourage strong teachers to be involved in clerkship education. Ensure that all objectives listed in the syllabus are able to be met within the clerkship.
- Finalize all clerkship grades and comments: This entails reviewing all grading forms received by each student's preceptors throughout the clerkship, working with the coordinator to calculate the final grade based on the agreed-upon format in the syllabus and at the Educational Coordinating Committee (ECC). The clerkship director does not just "rubber stamp" the final grade but rather reviews all grades in detail. If more comments are needed or need to be corrected, the clerkship director reaches out to the faculty or resident physician to have those added or comments changed. The clerkship

director can make grammatical corrections and can also move items from the Medical Student Performance Evaluation section to the Advice for Students section. The clerkship director can also adjust the final clinical grade as they deem appropriate.

- Make sure clerkship feedback to all students occurs by the 1/2 way mark of the clerkship: The clerkship director has primary responsibility to make sure all students on the clerkship receive midterm feedback. This is a 1:1 meeting which is done directly by the clerkship director or by a trained, designated educator. Students must be informed if they are at risk of clinically failing the course at the midterm feedback session and must be offered information and tools they can use to attempt to address the concerns. The outcome of the midterm feedback session for all students is reviewed by the clerkship director. If the student is felt to be at risk for failing the clerkship, the clerkship director must meet with that student, and the clerkship director and student mutually discuss a strategy to improve.
- Ensure that community faculty are well equipped to teach and assess: The clerkship director is responsible for the education of all students from their campus, whether educated at the “home” institution or a community site. They will ensure that any community site directors know the learning objectives and assessment expectations and communicate that to the teaching physicians at their site. The clerkship director will maintain contact information for all community site directors and contact those directors when an issue or problem arises. The clerkship director will also do site visits to the community sites of the clerkship as needed. These meetings will be an opportunity to update the community sites on changes to the clerkship, to answer any questions, and to allow feedback from the community site for the COM.
- Recruit new community sites as needed: The clerkship director will continue to be aware of potential opportunities in the community for new medical student educational experiences and, in conjunction with the department head, pursue those that could mutually benefit the COM and the community site.
- Work with the clerkship coordinator to troubleshoot issues within the clerkship: This may include identifying additional faculty to teach, designing online curriculum if needed, assisting with student/faculty interactions.
- Consider informal grade grievances: The first step in the grade grievance process requires students to discuss the grade they are protesting with the course or clerkship director (informal grievance process). The course director may decide to accept the student request or not. The clerkship director may be involved in further grade grievance steps in the event the students make a formal grade grievance.
- Advise students interested in joining your specialty: As students self-identify an interest in your field, they may wish to speak with you or be directed to the appropriate faculty in the field to learn about ways they can better prepare for residency in that field.
- Assist with letters of recommendation for residency: Clerkship directors will collaborate with department where appropriate to draft departmental letters of recommendation or SLOEs (standardized letters of recommendation) in a timely manner for applicants in their fields, adhering to national standards for these where applicable.

Meetings

- Serve on Clerkship's Education Coordinating Committee (ECC) meetings: Each Clerkship has an ECC that meets regularly and is composed of the Clerkship directors from each campus. During ECC meetings faculty approve and update course objectives, resolve course grade discrepancies, and plan for curricular changes. During this meeting, clerkship directors should collaborate on the design and development of clerkship activities and discuss changing strategies for educating students within the field. On a rotating basis, each campus' clerkship director will serve a 1-2 year term as chair of the ECC.
- Participate in clerkship reviews: Collaborate with Educational Coordinating Committee and Office of Educational Affairs to develop clerkship reviews. Attend meetings to present clerkship reviews to the faculty committees, such as Phase 2/3 Management Committee.
- Attend campus-specific curricular meetings: The clerkship director will make sure their schedule allows attendance for these generally monthly meetings.
- Other meetings: Clerkship directors may be asked to attend COM-wide meetings such as the Phase 2/3 Curricular Management Committee.
- Participate in LCME Accreditation visit if requested: This visit is next expected to occur in Spring of 2026 and every 8 years thereafter at a minimum.

Faculty Needs

- Maintain faculty appointment with University of Illinois College of Medicine.
- Complete yearly training in ethics, FERPA, Title IX and others as needed/assigned.
- Familiarize yourself with key players to contact within the College of Medicine for faculty and student affairs.
- Understand the major policies that impact clinical education including: student learning environment, student duty hours, attendance, and phase 2/3 curricular requirements. [These can be found on the college's educational policy website.](#)
- Understand the capabilities of an M1 through M4 student in the clinic and the general layout of the curriculum as a whole.