

## **Role of the Co-Directors of Clerkship Undergraduate Medical Education**

The Anglophone & Francophone Directors of Clerkship will work together in directing all aspects of the clerkship (Years 3 & 4 of the Undergraduate Medical Curriculum) and will report to the Associate Dean, UGME. The time commitment is approx. 1 day per week.

1. Advise the individual Clerkship Rotation Directors in executing their educational mandate.
2. Assist in recruitment and orientation of new Rotation Directors, in conjunction with Department Chairs.
3. Co-chair the Clerkship Committee meetings and co-ordinate all aspects of Clerkship including electives, selectives, and Back to Basics.
4. Chair Promotions Committee meetings involving students in Clerkship.
5. Serve as members of Promotions Executive Committee.
6. Represent Clerkship on the Undergraduate Curriculum Committee.
7. Represent Clerkship at the Curriculum Content and Review Committee.
8. Submits the list of individual Rotation Directors for approval to the Undergraduate Curriculum Committee.
9. Interact with the Associate Dean, the Co-Directors of Pre-Clerkship, the Director of Integration, the Co-Directors of Evaluation and all sub committees of UCC to ensure effective integration of the various components and aspects of the curriculum as well as the use of appropriate evaluation methods.
10. Encourage Faculty development in areas relevant to undergraduate medical education.
11. Maintain awareness of advances and trends, and facilitate research and innovation in medical education.
12. Assist in the counseling of students and develop a remediation plans for students with academic performance issues where necessary in conjunction with the Associate Dean, UGME.
13. Orient students to the clerkship and provide guidance, upon request, on clerkship rotations related to potential career choice.
14. Implement the student Absence Policy for clerkship students.
15. Submit, upon request, documentation for accreditation.