Assistant Dean for Clerkship Education

Position: The Assistant Dean for Clerkship Education provides educational and administrative leadership of the required clinical clerkships and the selective/elective clerkships for the MD program. The Assistant Dean reports to the Associate Dean for Curriculum and Scholarship on all curricular matters and is responsible for the day-to-day oversight and operations of clerkships and courses and for ensuring that all curricular activities at Stanford and its affiliated sites are aligned with objectives, policies, and procedures of the MD Program and in compliance with LCME requirements. This position is also responsible for continuous quality improvement of the clerkship curriculum, incorporating innovations and best practices.

The Assistant Dean works collaboratively with medical education leadership to evaluate, revise, and innovate the core, selective, and elective clinical curriculum, in order to maintain established clinical training sites and to establish new clinical training sites as appropriate.

Administrative Responsibilities:

- Chair the Required Clerkship Directors (RCD) Committee (monthly)
- Attend and present, when requested, Committee on Curriculum and Academic Policy (CCAP) monthly meetings on behalf of the RCD
- Attend medical education leadership meetings
- Oversee the required clerkship budgets to ensure clerkships are managing budgets appropriately
- Manage supplies necessary for clerkship students’ clinical activities

Specific Educational Oversight Responsibilities (include, but not limited to, the following):

- Oversee the management of the core clerkship education’s “One Clerkship Curriculum” model
- Oversee the Criterion Based Evaluation System (CBES) and analyze data to ensure that faculty adhere to articulated criteria
- Faculty lead for Clerkship Evaluation Committee – Along with the Director of Evaluation. Grade appeals for clerkship program.
- Manage the INDE 297 Reflections and Contextual Medicine course, working collaboratively with the course teaching faculty
- Manage the Clinical Performance Exam (CPX) series, working collaboratively with the Standardized Patient Program and staff in the Office of Medical Education to review cases and oversee evaluation of exams
- Maintain, develop, and establish clinical sites as needed for required clerkships
- Ongoing review (with site visits) of clinical sites for quality, comparability, and consistency of educational experiences
- Interface with affiliated sites: develop and maintain relationships with site leaders, ensure site requirements for students at all facilities, and acknowledge contributions of preceptors, including annual events, thank you letters, certificates, etc.
- Ensure clerkship program compliance with all regulatory and accrediting bodies, including but not limited to the Liaison Committee on Medical Education (LCME)
- Monitor clerkship schedules - duty hours, call schedules, study time, days off, and other aspects as defined by LCME standards
• Provide ongoing support and problem-solving for Clerkship Directors and coordinators regarding implementation of clerkship educational goals; day-to-day administration, and financial issues.
• Oversee comprehensive annual reviews of all core clerkships including goals/objectives, mapping of core competencies to objectives, review of all objectives for outcome-based language, tracking of performance metrics, and subsequent action items.
• Assure consistency and accuracy of clerkship manuals and syllabi.
• Facilitate and monitor the timely submission of grades (not later than 4 weeks following conclusion of clerkship) and receipt of midclerkship feedback by all students.
• Responsible to monitor for and prevent mistreatment of trainees in the clinical education setting, and to address mistreatment issues in collaboration with the Associate Dean for Medical Student Life Advising.
• Identify new selective and elective options that can meet student objectives and facilitate their development, as appropriate.
• Provide assistance to faculty in development of new selectives and electives.
• Engage in regional and national dialogue on clerkship education, including best practices and innovations, in such venues as the annual Western Group on Educational Affairs (WGEA) meeting and the annual meeting of the American Association of Medical Colleges (AAMC).
• Where appropriate, engage in medical education research and scholarship relative to clerkship education, presenting at regional and national meetings as opportunities arise.

Qualifications: Demonstrated ability to inspire others and to work collaboratively, creatively, and constructively with others. The successful candidate will possess a passion for teaching and learning as well as for the development of students, staff, faculty members, and academic programs.

• An MD degree and a faculty rank of associate or full professor
• A record of excellence in clinical teaching and innovation, including scholarly achievement in medical education
• Documented effectiveness as a teacher and/or mentor of medical students
• Demonstrated commitment to advancing a culture and climate of diversity and inclusion
• Ability to recruit, develop, and optimize contributions of high-quality educators and staff
• Superb interpersonal communication and effective team building and team-based collaboration skills
• Ability to design and work within complex systems
• Understanding of the legal, regulatory, and accreditation environment
• Knowledge of current national initiatives and innovations in medical education

The Assistant Dean position is a 25% FTE commitment starting FY 2020-21 with an initial one-year appointment that may be renewed depending on performance and other factors. This effort will be maximally compensated on the basis of the NIH cap of $199,700 by the Office of Medical Education (MD Program).

Reporting and Working Relationships: The Assistant Dean reports to the Associate Dean for Curriculum and Scholarship and collaborates closely with:
• Course and clerkship directors, teaching faculty, and medical education staff
• Assistant Dean for Pre-Clerkship Education
• All clinical teaching affiliates
• Director, Student Support
• The Teaching and Mentoring Academy
• Department chairs and other institutional leaders
• The Committee on Curriculum and Academic Policy (CCAP)
• The Office of Faculty Development and Diversity
• The Offices of Admissions, Student Affairs and Center of Excellence in Diversity in Medical Education

Functional Supervision:
• Assistant Director of Clerkship Education (staff), who provides administrative support to the clerkship program as a whole