

Clerkships Phase Subcommittee:

Charter

Purpose

The University of Pittsburgh School of Medicine (UPSOM) engages in ongoing strategic planning and continuous quality improvement processes that establish its short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve educational program quality, and ensure effective monitoring of the medical education program's compliance with accreditation standards (LCME 1.1). UPSOM's Curriculum Committee has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum (LCME 8.1). UPSOM's faculty, through the Curriculum Committee, ensures that the medical curriculum uses formally adopted medical education program objectives to guide the selection of curriculum content, and to review and revise the curriculum (LCME 8.2). UPSOM's Curriculum Committee is responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality. These medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the responsible committee (LCME 8.3) and its standing subcommittees.

For the second phase of our curriculum, that design, implementation, and oversight is provided by the Clerkships Phase Subcommittee, which collaborates with clerkship directors and faculty on continuous quality improvement of the curriculum, as well as teaching and assessment of this phase, and coordination/integration within and across courses.

The key responsibilities of the Clerkships Phase Subcommittee are to provide guidance on clerkship strengths and growth/realignment opportunities with attention to: director vision, course evaluations/feedback, student learning, course objectives, pedagogical philosophy, global architecture of the phase, and how the Clerkships phase complements the curriculum as a whole.

Composition/Reporting

The subcommittee will be chaired by the Associate Dean for Clinical Education, who will organize its activities and take responsibility for its work. A co-chair may be designated in consultation with the Chair of the Curriculum, subject to a vote by the full Curriculum Committee.

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. At least three medical students will serve as members. Additional faculty and staff non-members may also be selected for their expertise.

Members will be selected according to the Curriculum Committee's Procedure on Membership for Subcommittees and Task Forces; that procedure also outlines their terms of service. This subcommittee will annually report to the full Curriculum Committee, to present an overview of the year's activity.

The subcommittee will prepare yearly summary reviews of each clerkship. The subcommittee will provide consultations to individual clerkship directors to gain insight into the overall functioning of clerkships and their integration horizontally and vertically.

Responsibilities

The Clerkships Phase Subcommittee will advise the Curriculum Committee on the management, curricular content, and requirements of clerkships. The subcommittee will:

1. Meet as a group at least monthly to discuss plans, overall themes, and outcomes, assessment, evaluation, grading, and other process measures.
2. Invite ad hoc faculty, staff, and students as needed to bring specialty expertise and insights into particular critical elements.
3. 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. Mistreatment and other learning environment data
 - g. Other data points, provided by OMED and/or OACQI
4. Meet with clerkship director(s) to discuss outcomes and plans for the following year. The chair of the subcommittee or an additional member may choose to participate in this meeting, depending on subcommittee members' expertise or interest.
5. Prepare course review reports with the clerkship director(s). This report will briefly describe how the clerkship is performing, opportunities for improvement, and identification of resources that would support improvement.

6. Work as a group on process improvement
 - a. Make recommendations on changes to clerkship process
 - b. Track outcomes of those changes
7. Help assess whether UPSOM program objectives are being adequately met by the clerkship curriculum
8. Present reports to the Curriculum Committee:
 - a. Brief updates at least twice annually
 - b. Annually through a formal phase review

Each standing member of the subcommittee will be responsible for overseeing and actively participating in the review of a subset of clerkships; shaping the continually evolving vision of the phase as a whole; and fostering curricular connections across phases. Such reviews will be done annually.

Individual clerkships will present annual reports to the subcommittee, which will be summarized and presented to the full Curriculum Committee as part of the annual Clerkships phase review. The subcommittee will help build action plans for each clerkship related to content, teaching formats, and assessment, and will follow up to ensure continuous improvement. The Curriculum Committee will review and approve all individual clerkship review reports.

Subcommittee Logistics and Voting

The Clerkships Phase Subcommittee will meet regularly (at least monthly).

Minutes are kept and shared with the Curriculum Committee and other bodies. Materials related to curricular performance are made available to subcommittee members but their circulation to others is prohibited without approval by CC leadership.

A quorum is at least 51% of the voting members. A simple majority of the quorum is needed for a motion or vote to be approved. Subcommittee leaders only vote in the case of a tie.

