

Rationale: Many institutions underappreciate the importance of oversight of the post-clerkship student experience in Pediatrics. Faculty with other medical student education responsibilities (e.g. Clerkship Directors) often have the Post-clerkship Director role assigned to them without a clear delineation of what that means and without additional FTE support. This statement from the Council on Medical Student Education in Pediatrics Post-clerkship Collaborative outlines the responsibilities and FTE needed to perform these duties, and is intended to help faculty and pediatric programs recognize the importance of the job and of the time needed to do the job.

Pediatric Post-clerkship Director Job Description

The **Pediatric Post-clerkship Director** is responsible for the administration, advising/mentoring, curriculum development, and evaluation of the Pediatric post-clerkship experience. Institution specific responsibilities vary but *may* include:

Administration

- Supervising the scheduling of students in Pediatric post-clerkship courses (including visiting students)
- Overseeing the administration of Pediatric post-clerkship courses, including sub-internships and clinical electives
- Participating in school of medicine committees related to post-clerkship education

Advising and Mentoring

- Counseling students regarding their post-clerkship schedules
- Advising students regarding their residency application and the match process
- Providing faculty development to those educating Pediatric post-clerkship students
- Writing department and/or recommendation letters for students applying to Pediatric residency programs

Curriculum development

- Reviewing and developing new curricula for Pediatric post-clerkship courses
- Recruiting new sites and faculty for Pediatric post-clerkship courses
- Developing and overseeing Pediatric residency preparation courses (e.g. bootcamps)

Evaluation:

- Identifying and initiating remediation of students performing below the expected level in their Pediatric post-clerkship courses
- Evaluating faculty and site performance

Post-clerkship Directors may also have primary responsibilities as **Sub-Internship Directors**. In this case, additional responsibilities include:

- Developing goals and objectives for the sub-internship courses
- Maintaining familiarity with the COMSEP and APPD Pediatric sub-internship curriculum
- Orienting students to sub-internship courses
- Providing feedback on performance in the courses
- Completing summative evaluations and assigning grades

Qualifications of the Post-clerkship Director:

- General skills related to medical student education
- Awareness of national, school-wide, and department-specific curricular goals and policies
- Knowledge of evaluation frameworks (competencies, milestones, EPAs)
- Ability to manage multiple course directors and clinical sites
- Understanding of residency application and match process

Resources required for the Post-clerkship Director:

1. Coordinator support: The coordinator may serve as first contact liaison for students, teaching faculty, and registrars and will assist with scheduling, tracking evaluations and grade submission.
2. Time: The suggested FTE is 25%
3. Additional budgetary support: Additional expenses include faculty development of the Post-clerkship Director (e.g. attendance at meetings such as COMSEP) and other sundry administrative costs

These guidelines should be adapted at individual institutions with consideration for variables such as number of students taking post-clerkship courses and entering Pediatrics, number of different sites requiring oversight, and the direct teaching responsibilities of the Post-clerkship Director.