

# Supervision of the Clerkships

SGU has a formal administrative and academic structure for conducting its clinical program at affiliated hospitals. A DME is on site at each clinical center and affiliated teaching hospital. The DME is a member of the SGU faculty and oversees the SGU medical student program. The DMEs in coordination with the Clerkship Directors are instrumental in scheduling rotations, delineating holidays and vacation time, determining the scope of student activities, dealing with student concerns and being responsible for acute medical problems that students might develop. The DME reviews regularly the overall program with the Senior Associate Dean of Clinical Studies. DME's are members of Curriculum Committee reporting to the Dean for the clinical terms. The DME reports to the Senior Associate Dean of Clinical Studies.

In addition to the DME, a Clerkship Director (CD) is appointed for each core rotation in which SGU students participate at each affiliated hospital. The CD is responsible administratively to the DME and academically to the appropriate departmental chair of SGU. Six clinical departments represent the six clerkship specialties. SGU appoints a chair for each of these departments responsible for supervising the educational content of the rotation at all hospitals. The school also appoints associate chairs in the UK and elsewhere when necessary to help coordinate and supervise the educational program at all sites. Departmental Chairs and Associate Chairs as well as DMEs, CD's and others who teach SGU School of Medicine students are appointed to the clinical faculty. All clinical faculty are available to students for advice on managing their medical training and careers (e.g., choosing electives, specialties, and postgraduation training).

Site visits are made by administrative and academic members of the medical school to affiliated hospitals. The purpose of these visits is to ensure compliance with SGUSOM's standards, curriculum, and policies; to review the educational program; to elicit ideas about programmatic improvement; and to discuss any problems that arise on site. In addition to meetings with the students, the site visits can include meetings with the DME, CD and administrative staff. Each site visit results in the completion of an electronic site visit form (Appendix H). The chairs document the important features of the clerkship, including the strengths and weaknesses of the program, feedback to the clerkship directors and suggestions for the future.

Along with the administrative staff at the affiliated hospitals, additional SGU personnel are always available through the Office of the Dean, Office of Clinical Education Operations, Office of Career Guidance and Office of Financial Aid to help improve the quality of life in and beyond the hospital setting. These personnel provide academic advice, career counseling, health and wellness support, and assistance with problems involving finances, housing and visas.