

## Elective Course Director Responsibilities

### Prior to the Start of the Elective

- Communicate orientation materials, elective information and overall schedule details prior to the start of the rotation.
- Ensure compliance of elective with all requirements and policies of UCCOM (see Cincinnati Medicine Teaching Module PowerPoint attached).
- Disseminate the Cincinnati Medicine Teaching Module PowerPoint to all supervising physicians which details the program objectives of UCCOM and other pertinent policies (residents and fellows have already been required to complete the module).

### During the Elective

- During the elective orientation, review course syllabus with students which details the learning objectives and student assessment and grading criteria. All syllabi must be posted on Leo.
- Provide students timely and ongoing formative feedback on their performance during the elective.
- Report student concerns regarding course, learning environment, or mistreatment to Dr. Aurora Bennett ([BENNETAJ@ucmail.uc.edu](mailto:BENNETAJ@ucmail.uc.edu)) in the Office of Student Affairs at the University of Cincinnati College of Medicine.
- Complete a formative feedback form for student professionalism issues or any concerns you have regarding a student the medical school should be aware.
- Monitor student attendance and require students to complete Medical Student Status Form (MSSF) for all absences.
- Be available to meet with students as necessary for any student or preceptor concerns.
- Provide a summative evaluation of students using the Education Program Committee (EPC) approved standardized preceptor evaluation tool for clinical electives.

### Completion of the Elective

- Ensure compliance with submitting grades within four weeks of course completion - exception to grade submission timeline requiring a shorter turn around due to transcript requests for residency application and graduation.
- Analyze course evaluations identifying concerns to share with your Department Elective Director as well as the Director of Electives ([amy.guiot@cchmc.org](mailto:amy.guiot@cchmc.org)) and make any necessary adjustment for improvement.

### Annually/Changes to Elective

- Communicate any changes to contact information for the course director or coordinator to Lo'Rain Drais ([draislc@ucmail.uc.edu](mailto:draislc@ucmail.uc.edu)) in the Office of Medical Education.
- Update elective yearly as requested by the Office of Medical Education.
- In the event that a current elective course director needs to step down from his/her responsibilities, the following steps must be taken:
  - a. Current elective director writes a formal email/letter of resignation which will include the name of the successor to the Director of Electives (Amy Guiot), Course Coordinator, Department Head, Gina Burg, and Lo'Rain Drais.
  - b. Successor writes a formal email/letter accepting the new position to Director of Electives, Course Coordinator, Department Head, Gina Burg, and Lo'Rain Drais.

- c. Department Head writes a formal email/letter stating support of the new elective director and confirming department support including allocated time to perform new educational duties and sends to Director of Electives, Gina Burg and Lo'Rain Drais in order to send to M3/4 and EPC for approval.
- d. Lo'Rais Drais will make the necessary changes/updates to Medonestop and course catalog.

Please contact Dr. Amy Guiot with questions or concerns: [Amy.Guiot@cchmc.org](mailto:Amy.Guiot@cchmc.org), Director of Electives, Office of Medical Education, University of Cincinnati College of Medicine.

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