Dear IUSM faculty member:

Thank you for serving as a preceptor for Indiana University School of Medicine students. We appreciate your dedication and your willingness to help us train the next generation of physicians. As you know, clinical clerkships and electives are an integral part of a medical student’s education and we appreciate the time, effort and expertise you bring to this critical learning experience. We could not do this without you.

IUSM utilizes E*Value, an internet based application, to facilitate student assessment on clinical experiences. At the end of each student rotation, you will receive an email from the statewide clerkship coordinator containing a link to an electronic evaluation form for each of your students. The link will lead you directly to the online evaluation: all you have to do is fill it out electronically and submit it.

It is critical that our students receive timely information about their performance. As such, your evaluations must be submitted within **two business days** after the end of the student rotation. We understand the time and effort that go into these evaluations, but also believe that receiving prompt feedback best enables students to continue to grow and learn as emerging professionals. The E*Value software is designed to make this process simple and to facilitate you meeting this timeline.

In recognition of the integral role preceptors play in the education of Indiana University medical students, all preceptors have a IU faculty appointment. This appointment comes with benefits including access to free CME from IUSM, free software from IUWare and access to the considerable resources of the Ruth Lilly Medical Library. If you have not received an appointment please contact our office or your clerkship director for more information on applying for the appointment.

Thank you for sharing your time, talents, experience and expertise with our students. We continually strive for excellence in education and you are an integral part of meeting this goal. If you have any questions please feel free to contact the Office of Undergraduate Medical Education at ume@iu.edu or (317) 274-4556.

Thank you again,

Maryellen Gusic, MD
Executive Associate Dean for Educational Affairs Dolores and John Read Professor of Medical Education Professor of Pediatrics
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Competencies Assigned for Formal Assessment in Each Third Year Clerkship

Clerkship Competency Assignment Table

Statewide Competency Directors

(1) Effective Communication
(2) Basic Clinical Skills
(3) Using Science to Guide Diagnosis, Management, Therapeutics & Prevention
(4) Lifelong Learning
(5) Self-Awareness, Self-Care & Personal Growth
(6) The Social & Community Contexts of Healthcare
(7) Moral Reasoning & Ethical Judgment
(8) Problem Solving
(9) Professionalism & Role Recognition
# Clerkship Contact List

## Anesthesia
- **Department Chair:** Robert Presson, rpresson@iupui.edu
- **Statewide Clerkship Director:** Brian Aitchison, waitchis@iupui.edu
- **Statewide Clerkship Coordinator:** Veronica Shook, vshook@iuhealth.edu

## Emergency Medicine
- **Department Chair:** Cherri Hobgood, chobgood@iupui.edu
- **Statewide Clerkship Director:** Joe Turner, turnjose@iupui.edu
- **Statewide Clerkship Coordinator:** Jim Graber, jamgrabe@iu.edu

## Family Medicine
- **Department Chair:** Kevin Gebke, kgebke@iupui.edu
- **Statewide Clerkship Director:** Scott Renshaw, serensha@iupui.edu
- **Statewide Clerkship Coordinator:** Miranda Benson, bensonmi@iupui.edu
- **Statewide Clerkship Coordinator:** Jennifer Burba, jburba@iupui.edu

## Medicine
- **Department Chair:** David Crabb, crabb@iupui.edu
- **Statewide Clerkship Director:** Tim Brady, tbbrady@iu.edu
- **Statewide Associate Clerkship Director:** Bob Vu, jvu@iupui.edu
- **Statewide Clerkship Coordinator:** Dawn Burch, wind@iupui.edu

## Medicine Sub-I
- **Department Chair:** David Crabb, crabb@iupui.edu
- **Statewide Clerkship Director:** John (Jack) Buckley, johnbuck@iupui.edu
- **Statewide Clerkship Coordinator:** Vanessa Graeb, vfarkas@iu.edu

## Neurology
- **Department Chair:** Robert Pascuzzi, rpascuzz@iupui.edu
- **Statewide Clerkship Director:** Joanne Wojcieszek, jwojcies@iupui.edu
- **Statewide Clerkship Coordinator:** Becky Radford, radfordb@iupui.edu

## OB/GYN
- **Department Chair:** Lee Learman, llearman@iupui.edu
- **Statewide Clerkship Director:** Mark Schnee, mschnee@iupui.edu
- **Statewide Clerkship Coordinator:** Kris Powell, kmpowell@iupui.edu
- **Vice Chair of Education:** Mark DiCorcia, mdicorci@iupui.edu
<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Email</th>
<th>Director</th>
<th>Email</th>
<th>Coordinator</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Pediatrics</td>
<td>D. Wade Clapp, <a href="mailto:dclapp@iupui.edu">dclapp@iupui.edu</a></td>
<td>Statewide Clerkship Director: Mitch Harris, <a href="mailto:mharris@iupui.edu">mharris@iupui.edu</a></td>
<td>Associate Clerkship Director: Kathleen Boyd, <a href="mailto:kammitch@iupui.edu">kammitch@iupui.edu</a></td>
<td>Statewide Clerkship Coordinator: Jennie Elmore, <a href="mailto:jmelmore@iupui.edu">jmelmore@iupui.edu</a></td>
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</tr>
<tr>
<td>Psychiatry</td>
<td>Thomas W. McAllister, <a href="mailto:twmcalli@iupui.edu">twmcalli@iupui.edu</a></td>
<td>Statewide Clerkship Director: Nancy Butler, <a href="mailto:nbutler@iupui.edu">nbutler@iupui.edu</a></td>
<td>Assistant Clerkship Director: Michael DeMotte, <a href="mailto:michael.demotte@wishard.edu">michael.demotte@wishard.edu</a></td>
<td>Statewide Clerkship Coordinator: Vicki Anderson, <a href="mailto:vpetrou@iupui.edu">vpetrou@iupui.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Radiology</td>
<td>OPEN</td>
<td>Interim Department Chair: Himanshu Shah, <a href="mailto:hishah@iupui.edu">hishah@iupui.edu</a></td>
<td>Statewide Clerkship Director: Richard Gunderman, <a href="mailto:rbgunder@iupui.edu">rbgunder@iupui.edu</a></td>
<td>Statewide Clerkship Coordinator: Ruth Patterson, <a href="mailto:rfpatter@iupui.edu">rfpatter@iupui.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery</td>
<td>Gary Dunnington, <a href="mailto:gdunning@iupui.edu">gdunning@iupui.edu</a></td>
<td>Statewide Clerkship Director: Alan Ladd, <a href="mailto:aladd@iupui.edu">aladd@iupui.edu</a></td>
<td>Assistant Clerkship Director: Hadley Ritter, <a href="mailto:heritter@iupui.edu">heritter@iupui.edu</a></td>
<td>Statewide Clerkship Coordinator: Rhonda Brock, <a href="mailto:rbrock@iupui.edu">rbrock@iupui.edu</a></td>
<td></td>
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</tbody>
</table>
# Centers of Medical Education

<table>
<thead>
<tr>
<th>Location</th>
<th>Center Director</th>
<th>Email Address</th>
<th>Center Clinical Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloomington</td>
<td>John Watkins</td>
<td><a href="mailto:watkins@indiana.edu">watkins@indiana.edu</a></td>
<td>Sarah Tieman, <a href="mailto:satieman@iupui.edu">satieman@iupui.edu</a></td>
</tr>
<tr>
<td>Evansville</td>
<td>Steven Becker</td>
<td><a href="mailto:sgbecker@iupui.edu">sgbecker@iupui.edu</a></td>
<td>Elizabeth Kalb, <a href="mailto:eakalb@usi.edu">eakalb@usi.edu</a>; LeeAnn Parker, <a href="mailto:leerpark@iupui.edu">leerpark@iupui.edu</a></td>
</tr>
<tr>
<td>Fort Wayne</td>
<td>Fen-Lei Chang</td>
<td><a href="mailto:changf@ipfw.edu">changf@ipfw.edu</a></td>
<td>Gina Bailey, <a href="mailto:baileyg@ipfw.edu">baileyg@ipfw.edu</a>; Sharon Roberts, <a href="mailto:robertss@ipfw.edu">robertss@ipfw.edu</a></td>
</tr>
<tr>
<td>Indianapolis</td>
<td>Sara Grethlein</td>
<td><a href="mailto:sjgrethl@iu.edu">sjgrethl@iu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lafayette</td>
<td>Gordon Coppoc</td>
<td><a href="mailto:gcoppoc@iupui.edu">gcoppoc@iupui.edu</a></td>
<td>Donna Fulkerson, <a href="mailto:drfulker@iupui.edu">drfulker@iupui.edu</a></td>
</tr>
<tr>
<td>Muncie</td>
<td>Derron Bishop</td>
<td><a href="mailto:debishop@iupui.edu">debishop@iupui.edu</a></td>
<td>Kristen Craig, <a href="mailto:klcraig@bsu.edu">klcraig@bsu.edu</a></td>
</tr>
<tr>
<td>Northwest</td>
<td>Pat Bankston</td>
<td><a href="mailto:pbanks@iun.edu">pbanks@iun.edu</a></td>
<td>Amy Han, <a href="mailto:amyhan@iun.edu">amyhan@iun.edu</a>; Margie Rivera-Tomasi, <a href="mailto:mriverat@iun.edu">mriverat@iun.edu</a></td>
</tr>
<tr>
<td>South Bend</td>
<td>Rudy Navari</td>
<td><a href="mailto:mavari@nd.edu">mavari@nd.edu</a></td>
<td>Stacey Jackson, <a href="mailto:sajacks@iupui.edu">sajacks@iupui.edu</a>; Connie Gordon, <a href="mailto:cgordon@nd.edu">cgordon@nd.edu</a></td>
</tr>
<tr>
<td>Terre Haute</td>
<td>Taihung (Peter) Duong</td>
<td><a href="mailto:tduong@iupui.edu">tduong@iupui.edu</a></td>
<td>Kelly Hall, <a href="mailto:kelly.hall@indstate.edu">kelly.hall@indstate.edu</a></td>
</tr>
</tbody>
</table>
Resources for Clinical Faculty Preceptors

**Faculty Appointment Process**

All faculty who precept or supervise students in any clinical learning environment (OR, clinic, wards, etc.) must have a faculty appointment with the appropriate department at IUSM. Prospective faculty must complete the online Academic Personal Profile Form sent by the Statewide Clerkship Director which is then submitted to the appropriate department for review and approval.

After the appointment is approved by the department the faculty will receive a welcome letter that outlines the responsibilities and benefits for faculty.

**Student Performance Evaluation Submission Process**

The accrediting organization for medical schools, the Liaison Committee for Medical Education (LCME), requires that all schools implement a system of fair and timely assessment of medical student achievement in all courses and clerkships. Narrative descriptions of student performance, including non-cognitive achievement, should be included as a part of evaluations in all required courses and clerkships where teacher-student interaction permits this form of assessment.
<table>
<thead>
<tr>
<th>Preceptor Evaluation Submission Procedures</th>
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</thead>
<tbody>
<tr>
<td>1. The statewide clerkship coordinator will issue the appropriate forms for evaluation of student performance to preceptors electronically using E*Value. The statewide clerkship director will determine the appropriate form based on the contact hours a preceptor has with a student.</td>
</tr>
<tr>
<td>2. Preceptors will receive an email notifying them of the need to complete an evaluation during the last week of the student’s rotation.</td>
</tr>
<tr>
<td>3. All preceptors will complete and submit evaluations of student performance via the E*Value system within 48 business hours of the end of the clerkship rotation.</td>
</tr>
<tr>
<td>Please note that the clerkships may have internal deadlines for the submission of evaluations related to the student’s completion of a specific segment of the clerkship (e.g., the inpatient portion of the clerkship). These deadlines will be monitored and managed by the individual clerkships.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Timely Evaluation Submission Process</th>
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<tr>
<td>Evaluations of student performance from all preceptors are due to the Statewide Clerkship Director within two business days of the end of the clerkship. We have developed strategies to communicate with preceptors and with educational leaders to assist in meeting the important goal of providing timely assessment of student performance. The process is outlined below:</td>
</tr>
<tr>
<td>1. On the third business day after the end of the clerkship, the Office of Undergraduate Medical Education will contact statewide clerkship directors, statewide clerkship coordinators, and center clinical coordinators regarding past due preceptor evaluations.</td>
</tr>
<tr>
<td>2. Ten days after the end of the clerkship, the Office of Undergraduate Medical Education will contact statewide clerkship directors, statewide clerkship coordinators, center clinical coordinators, and center directors regarding past due preceptor evaluations.</td>
</tr>
<tr>
<td>3. Fifteen days after the end of the clerkship, the Office of Undergraduate Medical Education will notify the Executive Associate Dean for Educational Affairs of past due preceptor evaluations.</td>
</tr>
</tbody>
</table>
### Concerns about Student Performance

If a preceptor identifies an area of concern related to any of the clerkship or competency expectations, they should immediately contact the Statewide Clerkship Director to discuss the issue. It is critical that we assess and provide our students with feedback early in a clerkship to allow sufficient time for remediation. The Statewide Clerkship Director will work with a preceptor to design an appropriate intervention to enhance student learning.

We encourage preceptors to provide frequent, timely and ongoing feedback to the students. Students must receive formal feedback about their performance relative to the expectations for performance in the course at the mid-point of all clinical clerkships. Your clerkship director or coordinator will provide details about your role and responsibility in the provision of mid-rotation feedback.

### Final Clerkship Grade Submission Procedures

The Statewide Clerkship Director has the responsibility of assigning a final grade for the student’s performance. The grade assigned takes into account the evaluation of student performance provided by the preceptor(s) and the student’s performance on a summative examination and/or other required assignments/assessments administered during the clerkship.

### Professional Development Opportunities

Ongoing support for your teaching role is available. In addition to support from the Statewide Clerkship Director, faculty development modules and a variety of web-based resources for clinical teachers have been developed in collaboration with the Office of Faculty Affairs and Professional Development (OFAPD) and are available online at [http://faculty.medicine.iu.edu/OnDemand/index.asp](http://faculty.medicine.iu.edu/OnDemand/index.asp). Additionally, all faculty are encouraged to participate in free programs offered by OFAPD throughout the year ([http://faculty.medicine.iu.edu/#2](http://faculty.medicine.iu.edu/#2)) and through the IUSM Office of Continuing Medical Education ([http://faculty.medicine.iu.edu/](http://faculty.medicine.iu.edu/)).
The Clerkship Curriculum

Specific information about the curriculum for the clerkship in which you teach is available on Oncourse (https://oncourse.iu.edu/portal). Use your IUSM password to gain access to the specific site for your clerkship. If you find that you do not have access to your clerkship’s Oncourse site, contact your statewide clerkship coordinator.

On this site, you will find the syllabus for the clerkship that contains the goals and objectives for the clerkship, a description of the required clinical and non-clinical learning experiences, the competencies that are taught and evaluated in the clerkship, the requirements for student assessment including the provision of mid-rotation feedback and final evaluation of student performance, and additional learning resources. It is important that you are familiar with all of these materials so that you know what the student is expected to learn and what criteria you should use in judging a student’s performance.

Students are required to evaluate the clerkship and their preceptors at the conclusion of their clerkship rotations. Faculty can access their evaluation data in order to receive feedback on their teaching at https://meded.iusm.iu.edu/fes/ . Questions regarding accessing these evaluations may be directed to Judy Casper, UME Evaluation Manager at jucasper@iu.edu or 317-278-3296.

The Competency Curriculum

All preceptors are expected to assess student performance in nine competency categories: Effective Communication (EFC); Basic Clinical Skills (BCS); Using Science to Guide Diagnosis, Management, Therapeutics & Prevention (USG); Lifelong Learning (LLL); Self- Awareness, Self-Care & Personal Growth (SSP); The Social & Community Contexts of Healthcare (SSC); Moral Reasoning & Ethical Judgment (MRE); Problem Solving (PRS); and Professionalism & Role Recognition (PRR). Preceptors should be familiar with all nine competencies so that they can identify exemplary performance as well as any need for improvement related to the competencies. We have created a system that assigns each of the competencies to a specific clerkship to ensure that the students receive feedback about their achievement related to all of the competencies during their third year. Preceptors must specifically be aware of the competencies that are formally assessed in their respective clerkship. The chart below shows the competencies that are assigned for assessment in each clerkship.

Each clerkship’s syllabus contains specific details about the competency content and the associated teaching activities and assessments. More information about each competency is located at the UME website at http://medicine.iu.edu/ume/curriculum/competencies/. If you have questions about a specific competency, contact information for the statewide competency directors is provided below.
Competencies Assigned for Formal Assessment in Each Third Year Clerkship

Clerkship Competency Assignment Table

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<td>X</td>
</tr>
</tbody>
</table>

Statewide Competency Directors

(1) Effective Communication
Director: Glenda Westmoreland, gwestmor@iupui.edu

(2) Basic Clinical Skills
Director: Cory Pitre, cpitre@iupui.edu

(3) Using Science to Guide Diagnosis, Management, Therapeutics & Prevention
Director: Regina Kreisle, rkreisle@iupui.edu
<table>
<thead>
<tr>
<th>(4) <strong>Lifelong Learning</strong></th>
<th>Director: Fran Brahmi, <a href="mailto:fbrahmi@iupui.edu">fbrahmi@iupui.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>(5) <strong>Self-Awareness, Self-Care &amp; Personal Growth</strong></td>
<td>Director: Nancy Butler, <a href="mailto:nbutler@iupui.edu">nbutler@iupui.edu</a></td>
</tr>
<tr>
<td>(6) <strong>The Social &amp; Community Contexts of Healthcare</strong></td>
<td>Director: Rohit Das, <a href="mailto:rrdas@iupui.edu">rrdas@iupui.edu</a></td>
</tr>
<tr>
<td>(7) <strong>Moral Reasoning &amp; Ethical Judgment</strong></td>
<td>Director: Meg Gaffney, <a href="mailto:mgaffney@iupui.edu">mgaffney@iupui.edu</a></td>
</tr>
<tr>
<td>(8) <strong>Problem Solving</strong></td>
<td>Director: Roger Smith, <a href="mailto:rogpsmit@iupui.edu">rogpsmit@iupui.edu</a></td>
</tr>
<tr>
<td>(9) <strong>Professionalism &amp; Role Recognition</strong></td>
<td>Director: Liam Howley, <a href="mailto:lhowley@iupui.edu">lhowley@iupui.edu</a></td>
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