



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE**

CLINICAL COURSE COORDINATOR RESPONSIBILITIES & DUTIES

The Oklahoma State University College of Osteopathic Medicine clinical course coordinators are vital to the development and delivery of a successful Clerkship Program. It is their responsibility to design, deliver, and assess clinical rotation curricula that is mission driven, and meets the minimum standards required by OSU-COM, as well as the American Osteopathic Association Commission on Osteopathic College Accreditation. In order to ensure that all curricular and accreditation requirements are met, the following clinical course coordinator position description has been approved.

Course Design Responsibilities

Clinical course coordinators are required to design clinical courses that:

- Meets the mission, goals, and objectives of OSU-COM
- Meets the educational goals and objectives of the clinical department
- Includes an overall strategy for assessing:
 - Individual student performance
 - Clinical teaching site performance
 - Remediation plans
- Integrates appropriate biomedical activities
- Includes clear and specific expectations for students
- Utilizes the most up-to-date content
- Outlines the process for student performance assessment

Course Delivery Responsibilities

Clinical course coordinators must meet the following requirements in the delivery of the clinical course curriculum:

- Provides an up-to-date syllabus that clearly outlines the course goals and objectives, student expectations, and requirements for assessment of student performance
- Provides students with a formal course orientation at all clinical teaching sites
- Ensures that students and faculty have access to all course materials and content at all clinical teaching sites

Course Assessment Responsibilities

In order to ensure that all institutional and departmental goals and objectives are met, the clinical course coordinators are required to assess all clinical courses through the implementation of a strategy that must include:

1. Student performance on departmental exams and/or activities
2. Student performance on the COMAT (where applicable)
3. Student evaluations of the rotation

Administrative Responsibilities

In addition to the clinical course duties outlined above, clinical course coordinators are also required to perform the following administrative tasks:

1. Submit final grades to the registrar within 30 days of the completion of the rotation
2. Actively participate with the Year 3 & 4 Curriculum Coordination Committee
3. Complete annual clinical teaching site visits and submit all documentation as required
4. Engage in activities that are designed to recruit new clinical teaching sites and adjunct faculty members
5. Participate in faculty development