Dear Site Director,

**A giant thank you** for taking on this important job. All the information you need is on our website at [www.uwfmc.org](http://www.uwfmc.org) in the “[Info for Faculty](https://depts.washington.edu/fammed/education/courses/clerkship/info-faculty/)” section on the left side of the page. Here is a breakdown of the Info for Faculty pages:

* [**Evaluation Resources**](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/fm-clerkship-evaluation-resources/): everything related to student evaluations and grading.
* [**Teaching Resources and Best Practices**](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/teaching-tools-and-best-practices-for-teachers/): information related to site orientation, clinical teaching, and writing letters of recommendation
* [**End of Quarter (EOQ) Meeting Information**](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/fm-clerkship-eoq/): These are required faculty development meetings that take place in Seattle three times a year.
* [**Curriculum**](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/curriculum/): items related to the students’ required and optional curricula and the NBME final exam study resources.
* **[Clinical Faculty Appointments & Site Funding Resources: learn how to apply for a clinical faculty appointment. This page also details how teaching sites get paid for teaching and housing.](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/additional-resources/)**

Site Directors Responsibilities:

*During the 6-week rotation*

* [Lead the student’s orientation](https://familymedicine.uw.edu/wp-content/uploads/2015/03/Best-Practices-Orientation-Handout.pdf) to your site on the first day of the rotation. See syllabus for details on the site-specific orientation.
* Throughout the rotation, ensure the student receives timely and specific feedback.
* [**Effective Patient Centered Care Curriculum**](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/pcof-abfm/): as part of the clerkship curriculum, students are required to use the Patient Centered Observation Form (PCOF) at least four times during a rotation.
* Schedule and complete the student’s Mid and End of Clerkship Review meetings -- *see best practices video:* [*https://mediasite.hs.washington.edu/Mediasite/Play/05ac547ec6fe44b3a8e9110b8b7574731d*](https://mediasite.hs.washington.edu/Mediasite/Play/05ac547ec6fe44b3a8e9110b8b7574731d)
* Compile and submit the student’s clinical evaluation on eValue -- *see best practices video:* [*https://mediasite.hs.washington.edu/Mediasite/Play/b74f962e2024483691ea2bfb5c3b813c1d*](https://mediasite.hs.washington.edu/Mediasite/Play/b74f962e2024483691ea2bfb5c3b813c1d)

*General*

* Be familiar with the [current clerkship syllabus](https://familymedicine.uw.edu/education/courses/clerkship/info-students/orientation/) and [grade anchors](https://familymedicine.uw.edu/wp-content/uploads/2021/03/FMC-Grade-Anchors-2021-2022.pdf) found on the website. Share as needed with your faculty.
* Participate in (or ensure that a substitute faculty member or admin from your site participates in) End Of Quarter meetings and share applicable news/resources with your faculty. See [website](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/fm-clerkship-eoq/) for upcoming dates.
* Encourage other teaching physicians in your practice to also have [clinical faculty appointments](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/additional-resources/).
* Timely communications with the Clerkship Director and Manager in Seattle ([fmclerk@uw.edu](file:///Users/desmond/Downloads/fmclerk@uw.edu)).
* Where applicable, manage student housing.
* [Invoice UWSOM for teaching reimbursement on a quarterly basis](https://familymedicine.uw.edu/education/courses/clerkship/info-faculty/additional-resources/).

Thanks again for volunteering to be a Site Director with the UW Family Medicine Clerkship program. If anything is unclear or you have suggestions for improving the clerkship or site director experience, never hesitate to reach out to [fmclerk@uw.edu](mailto:fmclerk@uw.edu). We look forward to working with you!

 The Clerkship Team