

Yale SCHOOL OF MEDICINE

Preclerkship Review Subcommittee (PCRSC) - Procedure

Responsible Office: MD Education
Procedure Sponsor: Peter Takizawa (Chair, Policy Subcommittee)
Effective Date: 05/17/2025

Scope

Procedure Purpose

The Preclerkship Review Subcommittee (PCRSC) is charged with assessing each course and clinical activity that runs during the pre-clerkship period at least once every two years and more frequently when deemed necessary to ensure these activities meet Yale's Competencies and educational program objectives (EPO's), Yale's standards and policies of medical education, and LCME standard of accreditation. Assessment may be a full review, or a follow-up review.

Education, Policy and Curriculum Committee (EPCC) delegates oversight of the Preclerkship Curriculum to the PCRSC. The PCRSC serves in an advisory capacity to the EPCC.

To achieve this, the PCRSC will:

- Provide the course leaders with an evaluation of their course based on student and faculty feedback, analysis of material and instructional sessions, alignment of assessment questions with learning objectives and comparison of course goals with Yale's Competencies and EPOs, and with national standards.
- Examine integration of course content with other courses within the preclerkship curriculum.
- Explore and evaluate new instructional methods and content areas for the preclerkship curriculum.
- Work with the Clerkship Review Subcommittee to ensure students are adequately prepared to begin the clerkship curriculum.
- Recommendations requiring a response/action must be addressed by course directors within 60 days of receipt of subcommittee report. The response must outline the intended changes to be implemented, the timeframe for these changes, and how the outcomes will be measured.
- Starting 2023-2024, review of student performance in reaching the newly articulated milestones for relevant EPOs in the preclerkship phase will be conducted.

Definitions

Procedure Sections

1. MEMBERSHIP

Chairs: Co-Directors of the Preclerkship Curriculum

The PCRSC shall consist of a total of at least 14 and up to 25 voting members ("Subcommittee Members"):

- 1.1. Appointed Members (5) – All Appointed members serve without term.
 - b) Co-Directors of Preclerkship Curriculum (2)
 - b) Director for Program Assessment, Center for Medical Education (CME)
 - b) Curriculum Support Librarian

- b)Medical Curriculum Administrator
- 1.2. Elected Members (9 - 20):
 - b)Course or Clinical Directors (2 - 5), selected as detailed in Section 3
 - b)At-large Faculty (2 - 5): ideally at least one from a basic science department and one from a clinical department, selected as detailed in Section 3
 - b)Students (5 - 10)– selected by the student body as detailed in section 3
- 1.3. Non-voting ex officio members:
 - a) None

2. ELECTION OF MEMBERS

- 2.1. Appointed Members (5) – All Appointed members serve without term.
- 2.2. At-large Faculty
 - b)Eligibility for membership: Full-Time YSM faculty that do not hold an administrative position within the MD education program are eligible to serve as At-Large PCRSC Members (“At-Large Members”).
 - b)Solicitation of nominations: representatives may be nominated by department chairs, directors of medical education (DME), fellow course, clerkship or elective directors, and central curriculum directors.
 - b)Election procedure and appointment timeline: Election of nominated candidates is done by vote of all course directors and appointed members of the PCRSC.
 - b)Length of term: at large members are elected to a 4-year term with re-election permitted.
 - b)Resignation and removal: A Subcommittee Member may resign at any time by giving written notice of such resignation to the Subcommittee Chair. Such resignation is effective upon receipt of said notice or at such later time as may be specified in such notice. At-Large Members who resign from the Yale faculty will be deemed to have resigned from the Subcommittee at the time they resign from the faculty.
- 2.3. Students
 - b)Eligibility for membership: All YMS MD students in good standing are eligible to serve as PCRSC Members. There will be two elected representatives from each year of the MD curriculum.
 - b)Solicitation of nominations:
 - (iii) Election procedure and appointment timeline: Students are selected by the student body at the start of each academic year, using their election process.
 - (iii) Length of term: student representatives are elected to a 1-year term with re-election permitted.
 - c) Resignation and removal: A Subcommittee member may resign at any time by giving written notice of such resignation to the Subcommittee Chair. Such resignation is effective upon receipt of said notice or at such later time as may be specified in such notice. Should any of these voting student members leave their original class year, they will relinquish their subcommittee membership, and a new student member will be selected by the student body.

3. NON-VOTING MEMBERS

The subcommittee shall have the authority to establish and define non-voting categories of membership.

4. MEETINGS AND OPERATIONS

- 4.1. Frequency of meetings
 - b) The subcommittee will meet twice a month during academic year.
 - b) Meetings may be cancelled at the discretion of the PCRSC chairs.
- 4.2. Meeting Agendas

- d) Agendas for meetings shall be set in advance by the Chair and distributed to all PCRSC members at least 48 hours before the meeting.
- d) The Chairs shall seek regular input from the PCRSC membership regarding topics for discussion at future meetings and prioritization of existing topics. Agendas for future meetings shall be regularly discussed at PCRSC meetings and/or in emails from the Chairs, to keep members apprised of upcoming agenda items and to provide opportunities for input.
- d) Any member who wishes to add an item to the agenda of a future meeting shall make this request of the Chairs.
- d) In the event that a Member wishes to bring a matter before the PCRSC, and the Chairs are not in agreement, that Member may bring the matter to the attention of the full membership of the PCRSC by email or at a scheduled meeting, and may request that the matter be added to the Agenda of a future regular meeting, which shall be done by a majority vote of those voting members present.

4.3. Meeting Minutes

- e) Minutes will be kept for all PCRSC meetings.
- e) Minutes will be suitably edited and formatted, reviewed by the Chairs, and then distributed to the PCRSC membership.
- e) Draft minutes will be provided to the PCRSC members, typically over email, and members will be given an opportunity to review and emend.
- e) After a suitable time for feedback (at least 1 week), the Minutes will be considered finalized. If any disagreements arise as to the content of the Minutes during this process, they will be brought to a PCRSC meeting for review and discussion and approved by vote.
- e) Approved minutes, with any modifications, will be posted on the PCRSC shared file drive not more than 2 weeks following their approval.

4.4. Quorum and Voting

- g) The deliberations and decisions of the PCRSC are guided by the principles and values embodied in the YSM educational mission statement as well as the Yale System of education. A quorum of four members is required, and decisions will be based on a simple majority vote. In the event of a tie vote, the Chairs of the subcommittee have the deciding votes.
- g) Only voting members of the PCRSC may participate in votes, though other members may be involved in discussions.
- g) Votes may be taken either at a scheduled PCRSC meeting at which a quorum of voting PCRSC members are physically in attendance, or virtually by way of email. The mechanics of voting in particular cases shall be determined by the Chairs.
- g) Passage of a vote shall require an absolute majority the voting members present (or of all members who respond within a pre-specified time window, in the case of an email vote).
- g) Votes shall in general be open (i.e. not secret ballot)
- g) The Chairs may propose to hold other votes by secret ballot (in person or via email) in exceptional circumstances, when this seems necessary to ensure the integrity of the vote. Such a change must be agreed upon in advance by the full PCRSC.
- g) When votes that are not by secret ballot are taken by email, a list of all votes shall be made available to any PCRSC member upon request.

5. EXPECTATIONS OF PCRSC MEMBERSHIP

5.1. It is the expectation of the PCRSC that all members attend a minimum of two thirds of the meetings (not counting excused absences).

b) Members who cannot meet this expectation are expected to reconsider their membership and may wish to step down.

b) Continued failure to attend greater than two thirds of the meetings in a given year will result in removal from the Subcommittee.

5.2. PCRSC members are expected to be actively engaged in matters under discussion, and to educate themselves as needed on these matters.

6. PROCEDURES

6.1. These Procedures shall serve as a binding framework for PCRSC operations.

6.2. These Procedures may be amended when necessary.

b) Any member of PCRSC may communicate proposed amendments or revisions to the chairs.

- b) Revisions shall be presented to the PCRSC at a full meeting for discussion.
- 6.3. Proposed amendments will be sent out to the full PCRSC membership at least one week prior to the discussion and voting.
- 6.4. Revisions approved by a majority of voting members at a meeting shall be incorporated into the Procedures.

7. SUBCOMMITTEES

7.1. PCRSC shall have the following subcommittees:

- b) OPTIONAL: *Ad hoc* subcommittees may be constituted to address specific issue of interest to the PCRSC.
 - (iii) Each *ad hoc* subcommittee shall have 4 or 5 members with a mix of faculty and students.
 - (iii) Members of *ad hoc* subcommittees will serve a term of one year.
 - (iii) *Ad hoc* subcommittee members will be appointed by the chairs.
 - (iii) *Ad hoc* subcommittees will report to the PCRSC at biweekly meetings.
- b) OPTIONAL: Working groups may be constituted as needed by vote of the subcommittee or the prerogative of the chair.
 - (iii) Working groups are intended to be specifically task oriented and time limited.
 - (iii) Working groups may include individuals who are not members of PCRSC or its subcommittees.
 - (iii) Working groups will be expected to make recommendations to the PCRSC.

Special Situations & Exceptions

Exceptions to this procedure must be documented using the [YSM Policy/ Procedure/ Guideline Exception Request - Form](#) and presented to XXX@yale.edu.

Roles & Responsibilities

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Related Information

References

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