

CLERKSHIP INFORMATION SHEET

Pediatric Clerkship Academic Year: 2024-2025 Duration of Clerkship: 5 Weeks

CLERKSHIP OVERVIEW	1
CLERKSHIP CONTACTS	1
MISSION STATEMENT OF THE CLERKSHIP	1
GOALS OF THE CLERKSHIP	1
CLERKSHIP POLICY OVERVIEW	2
CLERKSHIP OBJECTIVES	2
WORK SCHEDULE/DUTY HOURS	3
GENERAL CLINICAL SCHEDULE (SAMPLE):	3
ORIENTATION DAY REPORTING:	3
CLERKSHIP SCHEDULE:	3
WORK HOUR POLICY	4
SITE ROTATION CHARACTERISTICS	4
METHODS OF INSTRUCTION	4
METHODS OF ASSESSMENT	5
DETERMINIATION OF GRADING	5
CRITERION-REFERENCED ASSESSMENT/OBJECTIVE ASSESSMENT MAP	5
CRITERION-REFERENCED ASSESSMENT/OBJECTIVE ASSESSMENT MAP BEHAVIORAL GRADING CRITERIA	
	7
BEHAVIORAL GRADING CRITERIA	7
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS:	7 8 8
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION	7 8 8 8
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE):	7 8 8 8 9
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES	. 7 . 8 . 8 . 9 10
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES RECOMMENDED CLERKSHIP READINGS/TEXTS:	.7 .8 .8 .9 10
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES RECOMMENDED CLERKSHIP READINGS/TEXTS: STUDENT RESOURCES AND POLICIES	7 8 8 9 10
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES RECOMMENDED CLERKSHIP READINGS/TEXTS: STUDENT RESOURCES AND POLICIES	7 8 8 9 10 11 11
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES RECOMMENDED CLERKSHIP READINGS/TEXTS: STUDENT RESOURCES AND POLICIES	7 8 8 9 10 11 11
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES RECOMMENDED CLERKSHIP READINGS/TEXTS: STUDENT RESOURCES AND POLICIES	7 8 8 9 10 11 11 11
BEHAVIORAL GRADING CRITERIA FAIL & REMEDIATION REQUIREMENTS: SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION REQUIRED CLINICAL EXPERIENCES (RCE): CLERKSHIP GRADE SUBMISSION DEADLINES. RECOMMENDED CLERKSHIP READINGS/TEXTS: STUDENT RESOURCES AND POLICIES	7 8 8 9 10 11 11 11

ACADEMIC INTEGRITY POLICY	. 12
REQUIRED CLINICAL EXPERIENCES	. 12
CONFIDENTIAL COMPLIANCE HOTLINE	. 12
TITLE IX	. 12
OMBUDS OFFICE	. 12
ONTACT INFORMATION:	. 12
CLINICAL CURRICULUM TEAM	. 12
STUDENT AFFAIRS:	. 12
	REQUIRED CLINICAL EXPERIENCES CONFIDENTIAL COMPLIANCE HOTLINE TITLE IX OMBUDS OFFICE DNTACT INFORMATION: CLINICAL CURRICULUM TEAM

CLERKSHIP OVERVIEW		
CLERKSHIP CONTACTS		
Clerkship Director	Deanna Chieco, MD, EdM	deanna.chieco@mssm.edu
Associate Clerkship Director	Dessie Tsevdos, MD	despina.tsevdos@mountsinai.org
Clerkship Coordinator	Kristen Bohovich	kristen.bohovich@mssm.edu (212) 241 6934 1184 5 th Ave, 8 th Fl
Elmhurst Hospital Center Site Director	Gwen Raphan, MD	gwen.raphan@mssm.edu
Valley Hospital	TBD	

MISSION STATEMENT OF THE CLERKSHIP

The Pediatrics Clerkship introduces students to the breadth of pediatric care and promotes clinical skill development in multiple pediatric settings, including inpatient, ambulatory, well-baby nursery, and emergency pediatric care.

GOALS OF THE CLERKSHIP

- Provide students with patient encounters and learning activities that teach about acute and chronic conditions and well child care for pediatric patients of all ages.
- Provide students with the opportunity to develop the physical exam, oral and written communication skills necessary to care for pediatric patients and their families.

CLERKSHIP OBJECTIVES

At the end of this clerkship, a student will be able to:

Clerkship Objective	MD Program Objective
Demonstrate knowledge of common acute and chronic pediatric illnesses, newborn care, and well-child care.	 Characteristics and Mechanisms of Disease 4 (II.B.4) Characteristics and Mechanisms of Disease 5 (II.B.5) Clinical Reasoning 1 (I.D.1) Clinical Reasoning 2 (I.D.2) Medical Decision Making 3 (I.E.3)
Obtain an age-specific and developmentally appropriate history, including pertinent elements such as immunizations, nutrition, birth history, developmental history, and social history.	 History Taking (I.A.1) Communication Skills 1 (I.F.1 Social Determinants of Health (II.D.1)
Perform an age-specific and developmentally appropriate physical exam, including completion of a comprehensive newborn exam, assessment of growth parameters for all patients, and demonstration of a child- centered approach.	 Physical Examination (I.B.1) Communication Skills 2 (I.F.2)
Demonstrate effective oral communication skills by conveying pertinent information from the history, physical exam, data, assessment and plan to the medical team, patients and families in an organized manner. Demonstrate effective written communication skills ensuring an accurate and complete electronic medical record including all required elements, appropriate readability and professional documentation.	 Communication Skills 2 (I.F.2) Communication Skills 3 (I.F.3) Communication Skills 4 (I.F.4) Teamwork 1 (III.C.1) Service 1 (IV.A.1) Communication Skills 5 (I.F.5) Honest and Integrity 1 (IV.C.1)
Integrate clinical information from the history, physical exam, and other available data to make a prioritized differential diagnosis and assessment for a pediatric patient.	 Clinical Reasoning 1 (I.D.1) Clinical Reasoning 2 (I.D.2)
Initiate an appropriate diagnostic and treatment plan and follow-up on the patient's progress, incorporating evidence-based medicine or clinical pathways when relevant to the plan.	 Medical Decision Making 1 (I.E.1) Medical Decision Making 3 (I.E.3) Healing and Therapeutics 4 (II.C.4)
Engage effectively with children across the age and developmental spectrum and demonstrate respect for the contributions of caregivers.	 Communication skills 1 (I.F.1) Communication skills 2 (I.F.2) Social Determinants of Health 1 (II.D.1) Service 1 (IV.A.1) Service 3 (IV.A.3) Empathy (IV.D.1)

	Respect (IV.E.1)
Communicate honestly, respectfully, and directly with patients, families, peers and healthcare professionals.	 Communication skills 1 (I.F.1) Communication skills 2 (I.F.2) Communication skills 3 (I.F.3) Honest and Integrity 1 (IV.C.1) Honesty and Integrity 2 (IV.C.2)

WORK SCHEDULE/DUTY HOURS

GENERAL CLINICAL SCHEDULE (SAMPLE):

- Inpatient Clinical Care:
 - There are approximately 2-3 weeks of inpatient ward experience, which may include 1 week of evening shifts
 - Inpatient start time depends on site and coincides with the resident sign out schedule, approximately 6:30-7am until 5:30pm.
 - Evening shift times at MSH are from 5-11pm.
- Pediatric Emergency Medicine:
 - There are approximately 4-5 ED shifts per rotation.
 - ED shifts have varied hours, including evening shifts. There is one weekend day ED shift required. ED shifts are approximately 7-8 hours.
- Outpatient Pediatric Clinics:
 - There are approximately 4-5 days of outpatient pediatrics. Sites may be located at the main hospital site or at affiliated sites throughout the boroughs. Clinic may start at either 9am or 1pm.
- Well Baby Nursery
 - All students will spend approximately 1 week in the newborn nursery and/or NICU.

ORIENTATION DAY REPORTING:

All students, regardless of hospital assignment, are required to attend Orientation at the specified time/location in the Welcome Email (location changes according to availability).

CLERKSHIP SCHEDULE:							
Pediatrics							
Assessm	Assessments:						
	am (AM)- 5 th Friday of the Clerkship						
Direct O	bservation (AM): 3 rd Sunday of the Cle	erkship					
Block	Flextime (3 rd Wednesday Off- Ends	Direct Observations (AM):	Shelf Exams (AM):				
	at 12PM)	(Except 3A*)					
1A	Wednesday, July 17, 2024	Sunday, July 21, 2024	Friday, August 2, 2024				
1B	Wednesday, August 21, 2024	Sunday, August 25, 2024	Friday, September 6, 2024				
2A	Wednesday, October 16, 2024	Sunday, October 20, 2024	Friday, November 1, 2024				
2B	Wednesday, November 20, 2024	Sunday, November 24, 2024	Friday, December 6, 2024				
3A	Wednesday, January 22, 2025	Sunday, February 2, 2025*	Friday, February 7, 2025				
3B	Wednesday, February 26, 2025	Sunday, March 2, 2025	Friday, March 14, 2025				
4A	Wednesday, April 23, 2025	Sunday, May 4, 2025*	Friday, May 9, 2025				

4B	Wednesday, May 28, 2025	Sunday, June 1, 2025	Friday, June 13, 2025	
----	-------------------------	----------------------	-----------------------	--

WORK HOUR POLICY

Please view the ISMMS Clinical Student Work Hour Policy, which outlines the instructional time limitations for third- and fourth-year students, <u>here.</u>

https://icahn.mssm.edu/education/students/handbook/student-work-hours

SITE ROTATION CHARACTERISTICS

Each site's schedules will vary slightly in terms of exact timing. All sites have inpatient, outpatient, ED, and newborn nursery clinical experiences.

Mount Sinai Health System:

- Inpatient and ED experiences occur at the main site.
- Students are assigned to either MSH or MS West well-baby nursery for their rotation
- Students are assigned to 1 outpatient clinic for their rotation. Locations include Mount Sinai Doctors
 affiliated practices, including the Faculty Practices at 98th Street, 85th Street, Queens, and Brooklyn
 Heights, Mount Sinai Pediatric Associates (Annenberg building), as well as several other communitybased practices.

Elmhurst Hospital:

• All inpatient, nursery, outpatient, and ED clinical experiences occur at the main site.

Valley Hospital:

• All inpatient, nursery, outpatient, and ED clinical experiences occur at the main site.

METHODS OF INSTRUCTION

- **Inpatient Pediatrics:** Students will be the primary manager for 1-4 patients and will be involved in all aspects of their patients' care on the inpatient wards.
- **Outpatient Pediatric Clinics:** Students will gain exposure to well child care and pediatric urgent care in the outpatient setting.
- **Pediatric Emergency Medicine**: Students will be exposed to urgent and emergent pediatric illnesses in the pediatric emergency department.
- Well Baby Nursery: All students will learn the newborn exam and well-baby care in the newborn nursery.

Didactics

- Clinical Case Presentation Oral and Written Sessions: Students will present cases to their peers and a preceptor. They will submit at least one written H&P to the preceptor. Students will discuss clinical reasoning and management including evidence-based medicine. Students will receive feedback on their written and oral presentations from the preceptor.
- Lectures: Students will have multiple didactic sessions on orientation day, mid-rotation day, and interspersed throughout the clerkship. Students will attend the educational conferences available at their inpatient site that the house staff attend (morning report, noon conference, grand rounds, etc).

METHODS OF ASSESSMENT

DETERMINIATION OF GRADING

Grading decisions are ultimately at the discretion of the Grading Committee for each clerkship. The clerkship Grading Committee will review student performance and may modify grades assigned by the Clerkship Director if there is evidence of error, inaccurate data, bias and/or outliers. The procedure for assigning grades (Honors, Pass, Fail) is outlined in the ISMMS Grading – Years 3 and 4 policy, <u>here</u>. (icahn.mssm.edu > Education > Medical Student Handbook > Assessment and Grading).

Below is a list of clerkship assessments mapped to each clerkship objective. Students must demonstrate competency in all objectives by passing each of the associated assessments. Some objectives are pass/fail, and some objectives are tiered honors/pass/fail. For tiered objectives, students may demonstrate honors-level performance by meeting the criteria listed in the associated assessments. **To achieve a grade of Honors for the clerkship, students must demonstrate honors-level performance in 5 out of 8** of the tiered objectives.

Students who exhibit a concerning pattern of behavior as outlined in the Behavioral Grading Criteria may have their clerkship grade impacted, among other actions. Please see below for more details.

Pediatric Clerkship Learning Objectives	Assessment(s)	Grading Criteria: Pass	Grading Criteria: Honors
Medical Knowledge Demonstrate knowledge of common acute and chronic pediatric illnesses, newborn care, and well-child care.	 NBME Clinical Evaluations (knowledge base) Aquifer Modules 	NBME >= 5%ile 1 st or 2 nd attempt AND CE: On average, meets expectations (column 3) AND Complete Aquifer modules	1 st attempt* AND
History-taking Skills Obtain an age-specific and developmentally appropriate history, including pertinent elements such as immunizations, nutrition, birth history, developmental history, and social history.	 Clinical Evaluations (history taking) Direct Observation: Morchand Center Direct Observation: History-taking in Workplace Setting 	expectations (column 3) AND DO Morchand: PASS (≥60/100) 1 st or 2 nd attempt AND	CE: On average, above expectations (>= column 4) DO Morchand: ≥80/100 1 st attempt AND Complete DO in History- Taking
Physical Exam Perform an age- specific and developmentally appropriate physical exam, including completion of a comprehensive newborn exam,	 Clinical Evaluations (physical exam) Direct Observation: Newborn Exam 	CE: On average, meets expectations (column 3) AND	CE: On average, above expectations (>= column 4) AND

CRITERION-REFERENCED ASSESSMENT/OBJECTIVE ASSESSMENT MAP

according to f growth			Maat Compatancy DO	Maat Compatancy DO
assessment of growth				Meet Competency - DO
parameters for all patients, and			Newborn Exam	Newborn Exam
demonstration of a child-				
centered approach.				
Oral Presentation Demonstrate	•			CE: On average, above
effective oral communication		(oral presentation)	expectations (column 3)	expectations (>= column
skills by conveying pertinent	•	Oral Case	AND	4)
information from the history,		Presentation		AND
physical exam, data, assessment,			≥ 5/10 on Case	
and plan to the medical team,			Presentation	≥ 8/10 on Case
patients, and families, in an				Presentation
organized approach.				
Written	•	Clinical Evaluations	CE: On average, meets	CE: On average, above
Communication Demonstrate		(written	_	expectations (>= column
effective written communication		communication)		4)
skills ensuring an accurate and	•	Written Case	AND	AND
complete electronic medical		Presentation		
record including all required			≥ 5/10 on Case	≥ 8/10 on Case
elements, appropriate				Presentation 1 st
readability, and professional			attempt	attempt (and submitted
documentation.				on time)
Clinical Reasoning: Differential		Clinical Evaluations		CE: On average, above
Diagnosis/Assessment				expectations (>= column
Integrate clinical information		•		
from the history, physical exam,		diagnosis/assessment)		4)
and other available data to make				
a prioritized differential diagnosis				
and assessment for a pediatric				
patient.	<u> </u>		05.0	05.0
Plans and Follow-Up	•		—	CE: On average, above
Initiate an appropriate diagnostic		(plans/follow up)	expectations (column 3)	expectations (>= column
and treatment plan and follow-up				4)
on the patient's progress.				
Incorporate evidence-based				
medicine or clinical pathways				
when relevant to the plan.				
Communication skills and	٠	Clinical Evaluations	•	CE: On average, above
humanistic patient		(communication and	expectations (column 3)	expectations (>= column
care Recognize the role of		interpersonal Skills)"		4)
culture, values, beliefs, and social	•	Aquifer Modules:	AND	AND
determinants of health in		SDOH		
influencing health and illness.			Complete SDOH Aquifer	Complete SDOH Aquifer
Engage effectively with children			modules	modules on time
across the age and				
developmental spectrum and				
demonstrate respect for the				
contributions of caregivers.				
	·		1	

Professionalism Communicate honestly, respectfully, and directly with patients, families, peers, and other healthcare professionals.		CE: On average, meets expectations (column 3)	
IN/A	Required Clinical Experiences	Log every RCE in One45 prior to end of clerkship	

*To meet this criterion, student may NOT have delayed sitting for the NBME subject exam due to lack of academic readiness. A student MAY delay the exam due to an excused absence (eg for illness) and still meet this criterion.

Note: The clerkship grading committee will review any student who does not achieve Honors and at its discretion may modify scores upward if there is evidence of inaccurate data, bias and/or outliers

CE = Clinical Evaluation DO = Direct Observation RCE = Required Clinical Experience NBME = National Board of Medical Examiners SDOH = Social Determinants of Health

BEHAVIORAL GRADING CRITERIA

Any and all behaviors listed in the table below are concerning and will result in referral to the Office of Student Affairs. If the behavior is egregious and/or part of a concerning pattern of behavior, it may also result in referral to the Promotions Committee for consideration of disciplinary action and/or documentation in the Academic Progress section of the Medical Student Performance Evaluation (MSPE). Additionally, the list below is not exhaustive; there are behaviors not described below that may result in escalation and/or disciplinary action (see: <u>Student Code of Conduct</u>).

The following table is used to determine the impact of the listed behaviors **on the student's clerkship grade.** The Clerkship Director has the discretion to determine if the student has exhibited any of the listed behaviors and will incorporate these observations into the calculation of the student's final grade.

1 mark – Eligible for Honors. Referral/escalation as above

2-3 marks – Not eligible for Honors. Eligible for grade of Pass or Fail. Referral/escalation as above **4 or more marks** – Fail grade. Referral/escalation as above

Behavior	Marks (per occurrence)	Assessment Method	<u>Relevant Policy</u>
Unexcused Absences (inclu	aing arriving lat	e or leaving early)	from
Clinical experiences (e.g. patient encounters, team rounds, preceptor rounds)	1	CT*, CE**	
Clerkship assessments (e.g. Direct Observations, NBME Subject Exam)	1	СТ	Excused Absence Policy
Classroom-based learning activities (e.g. didactics, sim sessions)	1	СТ	

Clerkship meetings (e.g. orientation, mid- clerkship meetings)	1	СТ			
Unexcu	sed Late Submis	sions^			
Written case presentations ("write-ups")	1	СТ			
Skill or assessment card	1	СТ	Clerkship Specific		
Required online modules	1	СТ	Requirements		
Quizzes	1	СТ			
Other					
Violates academic integrity policy	Fail Grade	СТ	<u>Academic Integrity</u> <u>Policy</u>		

*CT – Clerkship Team. Includes behaviors directly observed by clerkship team (e.g. Clerkship Director, Assistant/Associate Director, Site Director, Clerkship Coordinator, Site Coordinator) and/or communicated to clerkship team by another individual

**CE – Clinical Evaluation form (via One45)

^In order to request an excused late submission of a clerkship assessment or assigned task, student must submit the request by email to the Clerkship Director and/or Associate Clerkship Director *prior to the deadline* for the assessment or assignment. The decision to grant (or deny) the request is at the sole discretion of the Clerkship Director.

FAIL & REMEDIATION REQUIREMENTS:

Students who fail a clerkship or clerkship assessment should refer to our ISMMS remediation policy, <u>here</u>. (icahn.mssm.edu > Education > Medical Student Handbook > Assessment and Grading).

SHELF EXAM PERCENTILE TO CLERKSHIP SCORE CONVERSION

- There is one cutoff for the entire academic year
- SOURCE: NBME Data from 2022-23 AY Norms

Clerkship	Pass Cutoff (5 th Percentile)	15 th Percentile
Pediatrics	63	68

REQUIRED CLINICAL EXPERIENCES (RCE):

RCE ensures that students have adequate exposure to a variety of specialty-relevant presenting complaints commonly seen in the clerkship's clinical setting. RCE are logged online in One45. This process tracks that students are meeting the educational goals of the clerkship.

Students MUST have logged all RCEs in One45 by the day of the clerkship's shelf exam in order to pass the clerkship.

Students will perform <u>all</u> components listed next to each RCE:

	Pediatrics Clerkship	
Abdominal Pain	 obtain the patient history 	
	 conduct a physical exam 	
Anemia	interpret pertinent patient data	
Fever (Pediatric)	obtain the patient history	
	conduct a physical exam	
	 present the case including a discussion of differential 	
	diagnosis, assessment, and plan	
Neonatal Jaundice	obtain the patient history	
	conduct a physical exam	
	 present the case including a discussion of differential 	
	diagnosis, assessment, and plan	
Otitis Media	obtain the patient history	
	conduct a physical exam	
Rash	obtain the patient history	
	conduct a physical exam	
	 present the case including a discussion of differential 	
	diagnosis, assessment, and plan	
Respiratory Illness (Croup,	obtain the patient history	
Bronchiolitis or Asthma)	conduct a physical exam	
	 present the case including a discussion of differential 	
	diagnosis, assessment, and plan	
Vomiting	 obtain the patient history 	
	conduct a physical exam	
	 present the case including a discussion of differential 	
	diagnosis, assessment, and plan	
Plot Growth/Developmental	plot growth parameters and developmental milestones for a	
Milestones	child of any age	
Assess Immunization Status	assess the immunization status/need of a child of any age	
Assess Nutritional Needs	assess breastfeeding or formula nutritional needs in the	
	newborn period	

CLERKSHIP GRADE SUBMISSION DEADLINES

Start Date	End Date	Pod	Grades Due (6 wks from end date)
7/1/2024	8/2/2024	1A	9/13/2024
8/5/2024	9/6/2024	1B	10/18/2024
9/30/2024	11/1/2024	2A	12/13/2024
11/4/2024	12/6/2024	2B	1/17/2025
1/6/2025	2/7/2025	3A	3/21/2025
2/10/2025	3/14/2025	3B	4/25/2025
4/7/2025	5/9/2025	4A	6/20/2025
5/12/2025	6/13/2025	4B	7/25/2025

RECOMMENDED CLERKSHIP READINGS/TEXTS:

• Harriet Lane Handbook

Reference books:

- The Red Book
- Rudolph's Fundamentals of Pediatrics
- 3 Nelson's Pediatrics Textbook
- Zitelli's Atlas of Pediatric Physical Diagnosis
- Smith's Recognizable Patterns of Human Malformations
- Fleisher and Ludwig's Textbook for Pediatric Emergency

For NBME subject exam preparation

- Blueprints Pediatrics
- Case Files
- Appleton and Lange Question Book

STUDENT RESOURCES AND POLICIES

ATTENDANCE & ABSENCE REQUEST POLICY



Absence Requests should be submitted *at least* 4 weeks in advance of the first day of the clerkship (this does not pertain to illness or death in the family). It is the responsibility of the Clerkship Director to approve excused absences. More information about Attendance Standards can be found in the Student Handbook online, or by clicking this link.

To request clerkship absences, students must complete the *Year 3 & 4 Absence Request Form*, by scanning the QR code.

CONFLICT OF INTEREST (COI) POLICY

The COI policy ensures that a provider of any health services to a medical student has no current or future involvement in the academic assessment of, or in decisions about the promotion of that student. This applies to all faculty, residents, other clinical staff, and current or prior clinical or familial/intimate relationship with that faculty. Students and educators may submit the names of any individual with whom they have a conflict of interest to the Clerkship Director. The Clerkship Director will reassign any student. The reason given for the reassignment is duality of interest; the nature of the specific duality of interest situation need not be identified.

While the primary responsibility for reporting COI sits with each educator, students can also report potential conflicts of interest. **Students should report a possible COI to the Clerkship's Director and Coordinator.** Reports should be made *at least 4* weeks in advance of the first day of the clerkship.

SPECIAL ACCOMMODATIONS

The Icahn School of Medicine is committed to providing equal access to learning opportunities to students with documented disabilities. To ensure access to this class, and your program, please contact the Disability Officer, Christine Low, to engage in a confidential conversation about the process for requesting accommodations.

More information can be found online at <u>http://icahn.mssm.edu/education/students/disability</u> or by contacting the Disability Officer: <u>christine.low@mountsinai.org</u>

GRADING POLICY

Please view the ISMMS grading policy for Years 3 and 4 in our student handbook here.

https://icahn.mssm.edu/education/students/handbook/grading

WORK HOURS POLICY

Please view the ISMMS Clinical Student Work Hour Policy, which outlines the instructional time limitations for third- and fourth-year students, <u>here.</u>

https://icahn.mssm.edu/education/students/handbook/student-work-hours

SUPERVISION POLICY

Please view the ISMMS Supervision Policy for Years 3 and 4 here.

https://icahn.mssm.edu/education/students/handbook/year-3-4-policies-procedures

REMEDIATION POLICY

Please view the ISMMS the Year 3 remediation policy here.

https://icahn.mssm.edu/education/students/handbook/grading

ACADEMIC INTEGRITY POLICY

Please review the following Student Code of Conduct and Academic Integrity policies.

https://icahn.mssm.edu/education/students/handbook/student-faculty-conduct

REQUIRED CLINICAL EXPERIENCES

Please view the ISMMS RCEs policy in the Student Handbook under Year 3 and 4 Policies and Procedures, here.

https://icahn.mssm.edu/education/students/handbook/grading

CONFIDENTIAL COMPLIANCE HOTLINE

1-800-853-9212 To report legal, ethical, quality, behavioral or practical concerns.

TITLE IX

TitleIX@mssm.edu Cell: 646-245-5934

OMBUDS OFFICE

ombudsoffice@mssm.edu

A confidential, informal, neutral, and independent resource for students to discuss any issue of concern.

CONTACT INFORMATION:

CLINICAL CURRICULUM TEAM

clerkships@mssm.edu; 212-241-6691

STUDENT AFFAIRS:

Student.affairs@mssm.edu; 212-241-4426