



CLERKSHIP INFORMATION SHEET
Pediatrics Acting Internship
Academic Year: 2024 – 2025
Duration of Clerkship (# of weeks): 4 weeks

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CLERKSHIP OVERVIEW

CLERKSHIP CONTACTS

Acting Internship Director: Jan Fune, MD Jan.fune@mssm.edu (212) 241-3575

Acting Internship Coordinator: Kristen Bohovich Kristen.bohovich@mssm.edu (212) 241-6934
Office: 1184 5th Ave, 8th fl.

Site Locations & Directors:

Mount Sinai Hospital	Jan Fune, MD	Jan.fune@mssm.edu	(212) 241-3575
MSH PICU	Jennifer Gillen, MD	jennifer.gillen@mssm.edu	(732) 995-2560
MSH NICU	Stephanie Bernard, MD	stephanie.bernard@mountsinai.org	(212) 241-6186

MISSION STATEMENT OF CLERKSHIP

To provide 4th year medical students with increased independence and responsibility when caring for pediatric patients in the hospital to best prepare them for intern year.

GOALS OF CLERKSHIP

- To develop essential knowledge, skills, and attitudes utilized in the intern year of residency.
- To provide the opportunity to function as an intern while supervised by senior residents, fellows and faculty.
- Recognize personal limitations in knowledge and skills and identify appropriate resources.
- Take primary responsibility for the patient.

CLERKSHIP POLICY OVERVIEW

OBJECTIVES OF ACTING INTERNSHIP

By the end of the clerkship students will be able to:

Clerkship Objective	MD Program Objective
Communicate clearly and effectively with interdisciplinary team members, resident and attending physicians, and consultants	<ul style="list-style-type: none">• Communication Skills 2 (I.F.3)• Teamwork 1 (III.C.1)
Communicate clearly and effectively with patients and caregivers	<ul style="list-style-type: none">• Communication Skills 2 (I.F.2)• Communication Skills 4 (I.F.4)• Honest and Integrity 2 (IV.C.2)
Formulate prioritized differential diagnoses based on the history, physical exam, and labs/imaging	<ul style="list-style-type: none">• Clinical Reasoning 1 (I.D.1)• Medical Decision Making 1 (I.E.1)
Formulate management plans based on the history, physical exam, and labs/imaging	<ul style="list-style-type: none">• Clinical Reasoning 1 (I.D.1)• Medical Decision Making 1 (I.E.1)
Perform a focused and appropriate history and physical exam	<ul style="list-style-type: none">• History Taking 1 (I.A.1)• Physical Examination 1 (I.B.1)
Report a focused and appropriate oral and written history and physical exam	<ul style="list-style-type: none">• Communication Skills 3 (I.F.3)• Communication Skills 5 (I.F.5)

Display initiative and reliability in completing tasks and following up on results.	<ul style="list-style-type: none">• Communication Skills 2 (I.F.2)• Teamwork 1 (III.C.1)
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WORK SCHEDULE/DUTY HOURS

CLERKSHIP WORK HOUR CHARACTERISTICS

The schedule for the pediatric acting internship is based on a pediatric intern's schedule in order to prepare medical students for residency.

Blue, Green, Yellow, and Red Teams: Students will arrive at 6:30am for IPASS structured team sign out, followed by time to pre-round on their patients from 7:30-8:15am. Morning Report is held from 8:15-9:00am M, W, F. Chief Rounds are at the same time on Tuesdays. Grand Rounds are from 8:00am-9:00am on Thursdays. Patient and Family Centered rounds run from approximately 9:00am-12:00pm. Afternoons are dedicated to patient care, documentation, and on the fly teaching if possible. Evening IPASS structured sign out rounds are from 5:30-6:30pm. Students will do a week of nights (Sun-Thurs) arriving at 5:30pm and finishing after morning sign-out at 7:30am on the floors. The AI team endeavors to be flexible by allowing students to choose which week they would like to do nights. The Sunday evening shift does not fulfill the weekend call requirement.

NICU: Students will arrive at 7:00am. Students will complete 4 extended shifts where they will stay until 9pm and return the next day. Students should do one extended shift per week. We recommend pairing up with an intern/resident and completing your 4 calls with them.

PICU: Students will arrive at 7:00am. Students have the option to complete four 24-hour calls or 4 extended shifts where they will stay until 10pm and return the next day. Students should do one extended shift or one 24-hour call per week. We recommend pairing up with an intern/resident and completing your 4 calls with them.

Weekend Shifts: All students must complete one weekend day shift. Students may pick a date that works best for them.

ORIENTATION DAY REPORTING:

Students will observe rounds prior to orientation. Instructions regarding orientation will be sent in an email the week before (location and time may vary).

WORK HOUR POLICY

Please view the ISMMS Clinical Student Work Hour Policy, which outlines the instructional time limitations for third- and fourth-year students, [here](#).

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

METHODS OF INSTRUCTION

- 4 weeks of inpatient pediatrics, or critical care unit (NICU/PICU). Students will be the primary manager for patients and will be involved in all aspects of their patient's care including completing initial H & P's, daily progress notes, event notes, and DC Summaries. Students should sign in as frontline provider for the patients

they are responsible for. Students will present their cases on rounds, act as the lead for Patient and Family Centered rounds for their patients and give and receive IPASS structured handoffs at start and end of shifts.

- Students will present a case to the Acting Internship Director.

METHODS OF ASSESSMENT

DETERMINATION OF GRADING

The procedure for assigning grades (Honors, Pass, Fail) is outlined in the ISMMS grading policy, [here](#). (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 4 out of 7 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.

CRITERION-REFERENCED ASSESSMENT/OBJECTIVE ASSESSMENT MAP & CRITERIA FOR PASSING

Pediatrics Acting Internship Objectives	Assessment	Criteria – Pass	Criteria – Honors
Communicate clearly and effectively with interdisciplinary team members, resident and attending physicians, and consultants	CE: Communication - Team	On average, meets expectations (column 2)	On average, meets expectations (column 3)
Communicate clearly and effectively with patients and caregivers	CE: Communication - Patient	On average, meets expectations (column 2)	On average, meets expectations (column 3)
Perform a focused and appropriate history and physical exam	CE History; CE Exam	On average, meets expectations (column 2)	On average, meets expectations (column 3)
Report a focused and appropriate oral and written history and physical exam	CE: Oral and Written Communication; Case Presentation	On average, meets expectations (column 2) AND Meet competency - case presentation	On average, meets expectations (column 3) AND Meet competency - case presentation

Display initiative and reliability in completing tasks and following up on results.	CE: Dependability and Engagement	On average, meets expectations (column 2)	On average, meets expectations (column 3)
Formulate prioritized differential diagnoses based on the history, physical exam, and labs/imaging	CE: Differential Diagnosis	On average, meets expectations (column 2)	On average, meets expectations (column 3)
Formulate management plans based on the history, physical exam, and labs/imaging	CE: Plans and Follow Up	On average, meets expectations (column 2)	On average, meets expectations (column 3)

CE = Clinical Evaluation

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 below list is not exhaustive; there are behaviors not described below that may result in escalation and/or disciplinary action (see: [Student Code of Conduct](#)).

The following table is used to determine the impact of the listed behaviors **on the student's AI grade**. The AI 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.

<i>Behavior</i>	<i>Marks (per occurrence)</i>	<i>Assessment Method</i>	<i><u>Relevant Policy</u></i>
Unexcused Absences (including arriving late or leaving early) from...			
Clinical experiences (e.g. patient encounters, team rounds, preceptor rounds)	1	CT*, CE**	Excused Absence Policy
Clerkship assessments (e.g. Oral Presentation)	1	CT	
Classroom-based learning activities (e.g. didactics, sim sessions)	1	CT	
Clerkship meetings (e.g. orientation, mid-rotation and end of rotation meetings)	1	CT	
Unexcused Late Submissions^			
Clerkship assessments or assigned tasks	1	CT	Clerkship Specific Requirements

Other			
Violates academic integrity policy	Fail Grade	CT	Academic Integrity Policy

*CT – Clerkship Team. Includes behaviors directly observed by clerkship team (e.g. AI Director, Site Director, AI 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 an assessment or assigned task, student must submit the request by email to their Site 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 Site Director.

FAIL & REMEDIATION REQUIREMENTS

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

CLERKSHIP GRADE SUBMISSION DEADLINES

Start Date	End Date	Pod	Grades-Due* (6 wks from end date)
7/1/2024	7/26/2024	1	9/6/2024
7/29/2024	8/23/2024	2	10/4/2024
8/26/2024	9/20/2024	3	11/1/2024
9/23/2024	10/18/2024	4	11/29/2024
10/21/2024	11/15/2024	5	12/27/2024
No Clerkships		6	
1/6/2025	1/31/2025	7	3/14/2025
2/3/2025	2/28/2025	8	4/11/2025
4/7/2025	5/2/2025	10	6/13/2025

RECOMMENDED CLERKSHIP READINGS/TEXTS

- [Pediatrics Intranet](#) (contains key policies and clinical pathways)
- Pediatrics In Review
- Harriet Lane Handbook
- Reference books:
 - The AAP Red Book
 - Rudolph's Fundamentals of Pediatrics
 - Nelson's Pediatrics Textbook
 - Zitelli's Atlas of Pediatric Physical Diagnosis
 - Smith's Recognizable Patterns of Human Malformation
 - OneDrive Residency Learning Platform (Hospital Medicine Learning Folders - [Pediatric Hospital Medicine Learning Area](#))

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 <http://icahn.mssm.edu/education/students/disability> or by contacting the Disability Officer: christine.low@mountsinai.org

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, [here](#).

<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