



CLERKSHIP INFORMATION SHEET

Surgery Acting Internship

Academic Year: 2024 – 2025

Duration of Acting Internship (# of weeks): 4 weeks

CLERKSHIP OVERVIEW	1
CLERKSHIP CONTACTS	1
MISSION STATEMENT OF CLERKSHIP	1
GOALS OF CLERKSHIP	1
CLERKSHIP POLICY OVERVIEW	1
OBJECTIVES OF CLERKSHIP	1
WORK SCHEDULE/DUTY HOURS	2
GENERAL CLINICAL SCHEDULE (SAMPLE)	2
OVERNIGHT CALL	2
DIDACTIC SCHEDULE	2
ORIENTATION DAY REPORTING	2
WORK HOUR POLICY	2
METHODS OF INSTRUCTION	3
METHODS OF ASSESSMENT	3
DETERMINATION OF GRADING	3
CRITERION-REFERENCED ASSESSMENT/OBJECTIVE ASSESSMENT MAP & CRITERIA FOR PASSING	3
BEHAVIORAL GRADING CRITERIA	4
CLERKSHIP GRADE SUBMISSION DEADLINES	5
RECOMMENDED CLERKSHIP READINGS/TEXTS:	5
STUDENT RESOURCES AND POLICIES	6
ATTENDANCE & ABSENCE REQUEST POLICY	6
CONFLICT OF INTEREST (COI) POLICY	6
SPECIAL ACCOMMODATIONS	6
GRADING POLICY	6
WORK HOURS POLICY	6
SUPERVISION POLICY	6
REMEDATION POLICY	7
ACADEMIC INTEGRITY POLICY	7
REQUIRED CLINICAL EXPERIENCES	7

CONFIDENTIAL COMPLIANCE HOTLINE.....	7
TITLE IX	7
OMBUDS OFFICE	7
CONTACT INFORMATION:.....	7
CLINICAL CURRICULUM TEAM	7
STUDENT AFFAIRS:	7

CLERKSHIP OVERVIEW

CLERKSHIP CONTACTS

Acting Internship Director(s):	Scott Nguyen, MD scott.nguyen@mountsinai.org Tele: 212-241-5126
Acting Internship Coordinator:	Rhonda Weiss, interim Rhonda.Weiss@mountsinai.org 212-241-0822
Elmhurst Hospital Center (EHC) Site Director:	Shalini Arora, MD ARORASH@nychhc.org Tele: 718-334-4000
Mount Sinai Morningside (MSM) & Mount Sinai West (MSW) Site Director:	Alan Benvenisty, MD alan.benevenisty@mountsinai.org

MISSION STATEMENT OF CLERKSHIP

To provide an intensive exposure into the field of Surgery so that students can actively participate in the team management of surgical patients in the preoperative period.

GOALS OF CLERKSHIP

The Surgery Acting Internship will provide an environment where a 4th year student can function as a junior resident in an inpatient General Surgery team. This intensive clinical experience will allow a student to more independently participate in the preoperative management of the surgical patient and provide increased intern level clinical responsibilities.

CLERKSHIP POLICY OVERVIEW

OBJECTIVES OF CLERKSHIP

By the end of the acting internship 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)• Honesty 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)

Effectively manage a surgical patient from initial presentation to surgical workup, operative management, and postoperative care	<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)

WORK SCHEDULE/DUTY HOURS

GENERAL CLINICAL SCHEDULE (SAMPLE)

Schedules vary by site

Typical sample daily schedule (6 days / week, 1 day / week off):

6:00 AM Morning Rounds

8:00 AM Morning conference (1-2x a week)

8:00 – 6:00 PM Surgery / Clinic / Inpt Consultations / Inpt Patient care

OVERNIGHT CALL

Students will join the consult team to evaluate surgical consults in the Emergency Room and inpatient settings. Will participate in emergency operations overnight. Students will go home post call after morning rounds typically by 9am.

DIDACTIC SCHEDULE

Typically, 2 hours / week. Schedule will vary by site.

ORIENTATION DAY REPORTING

Report to the Clerkship Coordinator at 9:00am for further instruction.

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

- Emergency Room and Hospital Consults – overnight with resident
- Inpatient rounds - 2 hours per day
- Team conferences - 2 hours per week
- M&M and Grand Rounds - 2 hours per week
- Inpatient care of patients
- Outpatient clinic - 4 hours per week
- Scrub in and assist on surgical procedures

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

Surgery Acting Internship Objectives	Assessment	Criteria - Pass	Criteria – Honors
Communicate clearly and effectively with interdisciplinary team members, resident and attending physicians, and consultants	CE: Communication and Interpersonal Skills - Team	On average, meets expectations (column 2)	On average, meets expectations (column 3)
Communicate clearly and effectively with patients and caregivers	CE: Communication and Interpersonal Skills - 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	On average, meets expectations (column 2)	On average, meets expectations (column 3)
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)
Effectively manage a surgical patient from initial presentation to surgical workup, operative management, and postoperative care	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>	<u>Relevant Policy</u>
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.

CLERKSHIP GRADE SUBMISSION DEADLINES

Start Date	End Date	Pod	Grades Due (6 weeks 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:

- Sabiston Textbook of Surgery
- Schwartz Textbook of Surgery
- Up to date

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 ; 212-241-7057