



CLERKSHIP INFORMATION SHEET
Surgical Subspecialty Acting Internship
Academic Year: 2024 – 2025

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

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CLERKSHIP OVERVIEW

CLERKSHIP CONTACTS

Acting Internship Director:

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Faculty Leads and coordinators for sub-specialties:

ENT:

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Coordinator:

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MISSION STATEMENT OF ACTING INTERNSHIP

To provide an intensive inpatient experience that focuses on primary patient care responsibilities with supervision and direct reporting to attendings and upper-level residents. Acting interns are expected to function at the level of a PGY-1 with appropriate supervision and support.

GOALS OF THE SUB-SPECIALTY ACTING INTERNSHIP

The Surgery acting internship will provide an environment where a 4th year student can function as a junior resident in an inpatient surgical sub-specialty. This intensive clinical experience will allow a student to participate in the preoperative management of the surgical patient and provide increased intern level clinical responsibilities more independently. Students should participate in direct patient care of admitted patients, perform assessments and consultations, attend, and participate in all conferences, take call as required, participate in outpatient clinics, and assist on operative procedures.

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)
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 2 (I.F.3)• Communication Skills 2 (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)

CLINICAL EXPERIENCES – NARRATIVE DESCRIPTIONS

ENT: - This intensive clinical experience will allow a 4th year student to perform the clinical roles and responsibilities of an intern on in an inpatient surgical team. Students will assume direct care of admitted patients, perform assessments and consults on patients in the emergency room, attend all team and program conferences, and scrub-in to assist on surgical procedures. Acting interns will join residents to evaluate urgent consults, perform full H&Ps on new admissions, and participate in emergency operations

Neurosurgery: - This intensive clinical experience will allow a 4th year student to perform the clinical roles and responsibilities of an intern on in an inpatient neurosurgical team. Students will assume direct care of admitted patients, perform assessments and consults on patients in the emergency room, floors and ICU, attend all team and program conferences, outpatient clinic on a weekly basis, and scrub-in to assist on surgical procedures. Students will take overnight calls 1-2 times per week. Overnight, acting interns will evaluate urgent consults, perform full H&Ps on new admissions, and participate in emergency operations.

Orthopedic Surgery: - During their Acting Internship students will take on the full clinical roles and responsibilities of an intern on an inpatient surgical team. Students will be expected to participate in morning and afternoon rounds of the inpatient service, participate in the hospital resident clinic as well as play an active role as an assistant in the operating room. The student will learn pertinent anatomy, pathophysiology of orthopedic conditions, options of treatment and management of emergency, inpatient, and outpatients with orthopedic problems. Students will also be expected to participate in emergency room consults and gain further exposure to emergency orthopedic care. Students will attend daily 7 am morning didactic lectures and weekly Case Conference and Grand Rounds during their elective block. The students will be expected to prepare for surgical cases with attention to the pertinent anatomy and basic principles of orthopedic surgery.

Plastic Surgery: - This clinical experience will allow 4th year students interested in Plastic and Reconstructive Surgery to perform the clinical roles and responsibilities of an intern on in an inpatient surgical team. Students will assume direct care of admitted patients, perform assessments and consults on patients in the emergency room, attend all team and program conferences, outpatient clinics, and scrub-in to assist on surgical procedures. Students will take overnight call with appropriate supervision, acting interns will evaluate urgent consults, perform full histories and physical examinations on new admissions, and participate in emergency operations

Urology: - This clinical experience will allow 4th year students interested in Urologic Surgery to perform the clinical roles and responsibilities of an intern on in an inpatient surgical team. Students will assume direct care of admitted patients, perform assessments and consults on patients in the emergency room, attend all team and program conferences, outpatient clinics, and scrub-in to assist on surgical procedures.

Vascular Surgery: – This intensive clinical experience will allow students to perform the clinical roles and responsibilities of an intern on an inpatient surgical team. Students will be exposed to the full range of vascular surgery, including interventional radiology and non-invasive laboratory techniques, as well as scrubbing in the operating room. Students will be intimately involved in the postoperative management in the recovery room and in the intensive care unit. They will also attend the weekly department-wide case conference and resident vascular conferences. Students will spend two weeks on rotation at The Mount Sinai Hospital main campus and two weeks at Mount Sinai West. A call schedule will be arranged for availability for vascular emergencies.

EXPECTATIONS – ELECTIVE VS ACTING INTERNSHIP

ACTION	ELECTIVE STUDENT	ACTING INTERNSHIP – PLASTIC SURGERY
Assume care of admitted patients	Direct supervision Not Front Line Provider	Indirect supervision (Front Line Provider)
Perform assessments and consults on patients in the ED	Direct supervision	Indirect supervision
Take call	No	Yes (home call)
Attend Outpatient Clinic	+/-	Yes
Attend Team and Program Conferences	Yes	Yes
Scrub in to Assist on Surgical Procedures	Yes	Yes

ACTION	ELECTIVE	ACTING INTERNSHIP – NEUROSURGERY
Assume care of admitted patients	Direct supervision Not Front Line Provider	Indirect supervision (Front Line Provider)
Perform assessments and consults on patients in the ED	Direct supervision	Indirect supervision
Take overnight call	No	Yes
Attend Outpatient Clinic	+/-	Yes
Attend Team and Program Conferences	Yes	Yes
Scrub in to Assist on Surgical Procedures	Yes	Yes

ACTION	ELECTIVE	ACTING INTERNSHIP – ENT
Assume care of admitted patients	Direct supervision Not Front Line Provider	Indirect supervision (Front Line Provider)
Perform assessments and consults on patients in the ED	Direct supervision	Indirect supervision
Take overnight call	No	No
Attend Outpatient Clinic	+/-	Yes
Attend Team and Program Conferences	Yes	Yes
Scrub in to Assist on Surgical Procedures	Yes	Yes

ACTION	ELECTIVE	ACTING INTERNSHIP – ORTHOPEDIC SURGERY
Assume care of admitted patients	Direct supervision Not Front Line Provider	Indirect supervision (Front Line Provider)
Perform assessments and consults on patients in the ED	Direct supervision	Indirect supervision
Take overnight call	No	No

Attend Outpatient Clinic	+/-	Yes
Attend Team and Program Conferences	Yes	Yes
Scrub in to Assist on Surgical Procedures	Yes	Yes

ACTION	ELECTIVE	ACTING INTERNSHIP – UROLOGY
Assume care of admitted patients	Direct supervision Not Front Line Provider	Indirect supervision (Front Line Provider)
Perform assessments and consults on patients in the ED	Direct supervision	Indirect supervision
Take overnight call	No	No
Attend Outpatient Clinic	+/-	Yes
Attend Team and Program Conferences	Yes	Yes
Scrub in to Assist on Surgical Procedures	Yes	Yes

ACTION	ELECTIVE	ACTING INTERNSHIP – VASCULAR SURGERY
Assume care of admitted patients	Direct supervision Not Front Line Provider	Indirect supervision (Front Line Provider)
Perform assessments and consults on patients in the ED	Direct supervision	Indirect supervision
Take overnight call	No	Yes
Attend Outpatient Clinic	+/-	Yes
Attend Team and Program Conferences	Yes	Yes
Scrub in to Assist on Surgical Procedures	Yes	Yes

WORK SCHEDULE/DUTY HOURS

GENERAL CLINICAL SCHEDULE (SAMPLE)

Schedules vary by specialty and site

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

5:30-6:00 AM Morning Rounds

7:00-8:00 AM Morning conference (1-2x a week)

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

ORIENTATION DAY REPORTING

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

CONFERENCES

- **ENT:** Department conference Wednesdays 7-8am and Thursdays 7-8am, Resident education conference Wednesdays 8-9am
- **Neurosurgery:**
- **Orthopedic Surgery:** Department conference Wednesdays 6:30-8:30am, Daily resident educational conference 7-8am
- **Plastic Surgery:** Wednesdays 7-8am department conference, Friday's 7-8am Resident educational conference
- **Vascular Surgery:** Tuesdays 7-8am department conference, Friday's 7-8am Resident education conference, Every other Monday 6-7PM Vascular Journal Club
- **Urology:** Department conference Wednesdays 7-8am, Resident education conference Wednesday 8-9am and Thursdays 6:45-7:45am

METHODS OF INSTRUCTION

- Emergency Room and Hospital Consults – Independent and with resident, reporting to senior residents
- Inpatient rounds – 2 hours per day
- Scrub in and assist on surgical procedure
- Team conferences – minimum of 2 hours per week
- M&M and Grand Rounds - 2 hours per week
- Inpatient care of patients
- Outpatient clinic – 1-4 hours per week

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

Surgical Subspecialty 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,	CE: Differential Diagnosis	On average, meets expectations (column 2)	On average, meets expectations (column 3)

physical exam, and labs/imaging			
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. The AI Director makes the decision to assign "marks" for the behaviors listed below, and may decide to adjust the grade based upon this review.

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>	Relevant Policy
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 DETAILS

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

- **Vascular Surgery:** Rutherford's Vascular Surgery and Endovascular Therapy 9th Edition

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

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