

University of South Florida
Morsani College of Medicine

CLINICAL UROLOGY
Fourth Year Acting Internship
MEL 7822

Syllabus
2020-2021



ACTING INTERNSHIP SYLLABUS TEMPLATE

DIRECTOR/ COORDINATOR/ CONTACT INFORMATION:

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MCOM COURSE DISCRIPTION (REQUIRED TO BE VERBATIM FROM CATALOG)

The USF MCOM Department of Urology provides comprehensive, urologic patient-oriented care with concern for quality of life and education. This elective is an introduction to basic and advanced urology with emphasis on clinical services designed to provide a background for students planning to practice in urology. The student will be required to attend conferences and grand rounds. During the elective students will be supervised and instructed on a one-to-one basis by their preceptor(s), fellows, residents, and other qualified faculty responsible for teaching and evaluation.

DIRECTOR'S WELCOME / HOW TO BE SUCCESSFUL ON THE ACTING INTERNSHIP

Welcome to your 4th year Acting Medicine Internship! We look forward to you joining our team and pleased to present to you this exciting and highly challenging rotation.

As the Urology Residency Program Director for the Department of Urology, I welcome you to the experience. I am confident that you will find your experiences to be intellectually and emotionally fulfilling, regardless of where your path in medicine might lead. I would also like to invite you to share your experiences and opinions regarding the course itself in an ongoing fashion. Your feedback is essential to continued improvement and development of the clerkship.

This course is a 4-week experience for the 4th year medical student at one of our major inpatient teaching hospital sites, Tampa General Hospital, James A. Haley VAMC, or the H. Lee Moffitt Cancer Center.

We encourage all students to be engaged in our culture of education. We offer opportunities for them to explore their own clinical and research interests in urology, and provide support as they consider the field of urology as a career path. It is our hopes that students will learn the core principles and practices in urology that are important for every practicing physician to know and apply throughout their medical careers.

The only mandatory conferences that students are required to attend are Friday Grand Rounds. You will be scheduled to present on a topic of interest. Date will be pre-determined. There are no weekly quizzes. There is no end of course examinations. All the faculty and support staff involved in this clerkship have worked very hard to make it the best experience it can be for you. Every effort has been made to ensure that all appropriate material is presented in a clear and manageable fashion. As stated previously, your ongoing observations and feedback are essential to continued improvement. We look forward to working with you and sincerely hope you enjoy the unique and fulfilling experience that is hospital ward medicine.

Sincerely,

Trushar Patel, MD
Associate Professor
Program Director

ACTING INTERNSHIP OBJECTIVES

The objectives of the rotation are to provide exposure to the field of Urology as a foundation for their practice, and to offer closer acquaintance with this field for those considering it for possible future specialization.

- To introduce the student to hospital based care and management.
- To learn how to perform adequate and thorough history and physical examinations
- To write appropriate progress notes and orders with appropriate counter signature.
- To learn and participate in urology procedures.
- To communicate inpatient management and outcomes with patient's primary care physician.
- To participate and learn appropriate discharge planning, utilization of system based care in the management of their patients and how to do discharge summaries.
- To refine basic technical skills including suturing and knot tying.
- To identify postoperative complications in common surgical procedures.
- To understand the pharmacology of basic medications for pain control.

ACTING INTERNSHIP GENERAL COURSE OBJECTIVES

1. Student will demonstrate the ability to gather a history from patients with a variety of clinical conditions within the course's specialty
2. Student will demonstrate the ability perform a physical exam with a variety of clinical conditions within the course's specialty
3. Student will demonstrate the ability prioritize a differential diagnosis and give rationale for prioritization
4. Student will demonstrate the ability to recommend and interpret diagnostic tests for patients based upon their differential diagnosis
5. Student will demonstrate the ability to create and implement a therapeutic plan based upon their differential diagnosis which includes entering orders and prescriptions. x
6. Student will demonstrate the ability to document a clinical encounter in the patient record
7. Student will demonstrate the ability to see multiple patients in a clinical session while maintaining accuracy and thoroughness of their history taking, physical exam skills, ability to create a differential diagnosis and implementation of the clinical plan.
8. Student will demonstrate the ability provide a concise yet pertinent oral presentation of a clinical encounter
9. Student will demonstrate the ability to investigate clinical questions and apply evidence they obtained from the literature to patient care.
10. Student will participate in the patient handover process to responsibly transition care
11. Student will demonstrate the ability to collaborate as a member of an interprofessional team
12. Student will demonstrate the ability to recognize if a patient needs to be transitioned to an increased or decreased level of care.
13. Student will participate in obtaining consent for therapeutic care where verbal consent is required.
14. Student will demonstrate the ability to perform procedures appropriate for their track specialty

ACTING INTERNSHIP DESIGN/ ROTATIONS/ EXPECTATIONS

- Students will participate in the faculty clinics and pre-operative work-up of urological patients.
- Students will learn from attending faculty and residents alike. Participation in cystoscopy and surgical procedures will form a significant part of the experience provided on this rotation.
- Students will shadow patients to the operating room; assist in the procedures carried out, and will share in the responsibilities for post-operative care.
- Participation in the evaluation and treatment of common urological problems in the outpatient clinics will give the student an overall understanding of office urology.
- Students complete a 10-15-minute presentation at the weekly educational conference for urology residents, and to faculty prior to the completion of their rotation.

ACTING INTERSHIP LOCATIONS

[Tampa General Hospital](#)

1 Tampa General Circle
Tampa, FL 33606
813-844-7000

[James A. Haley Veterans Hospital](#)

13000 Bruce B. Downs Blvd
Tampa, FL 33606
813-972-2000

[H. Lee Moffitt Cancer Center & Research Institute](#)

12902 USF Magnolia Drive
Tampa, FL 33612
888-663-3488

EDUCATIONAL SESSIONS

Students will attend and participate in all conferences and activities of the urology service and perform such activities assigned as a part of their added learning experience. Students will receive educational resources (e.g. course material, e-materials) from the preceptor(s). Student will receive educational resources (e.g. AUA core curriculum resources, journal articles, research) as it relates.

GRADING COMPONENTS

The Department of Urology follows grading protocol based on the requirements of the student's home institution. It is the responsibility of the student to provide their preceptor with any evaluation and/or supplemental forms required by their home institution during the rotation experience.

PARTICIPATION & PROFESSIONALISM POLICY

Participation Grade shall include but is not limited to:

- Unexcused absence, late attendance in the classroom or clinical activity, late or delinquent assigned curriculum assignments (self-learning assignments, PXDX, etc), late Absence Request Forms and Absence Report forms.
- The delay in any assignment, activity, or clerkship particular policy is left to the discretion of the Course Director.
- Each participation violation without the approval of the Course Director will be subject to a decrease in the Participation Grade.
- Serial participation citations will be subject to a review in professionalism by the Course Director in consultation with the Clerkship Director at the alternate campus [if applicable] and the applicable Assistant Dean of Curriculum.

Professionalism Policy:

Any breach of the professionalism as described in the MCOM handbook including but not limited to the professionalism values section and the social media participation guidelines, may be grounds for remediation or failure of the course as determined by the Course Director in consultation with the Clerkship Director at the alternate campus [if applicable] and the applicable Assistant Dean of Curriculum.

ACTING INTERSHIP FINAL GRADING AND RIME RUBRIC (H, PC, P, R, I, F)

Honors Eligibility: In order to be eligible for a grade of honors, a student must achieve ALL of the following:

- Consistently receives outstanding clinical evaluations from the residents and faculty
- Receives a final RIME scoring of at least a Manager.
- Consistently demonstrates professional behavior, including attending all scheduled activities except in the event of an excused absence.
- Completes all portfolio assignments on time

Pass with Commendation Eligibility: In order to be eligible for a grade of pass with commendation, a student must achieve ALL of the following:

- Consistently receive above average clinical evaluations from the residents and faculty
- Receives a final RIME scoring of at least Interpreter
- Consistently demonstrates professional behavior, including attending all scheduled activities except in the event of an excused absence.
- Completes all portfolio assignments on time

Pass Eligibility: In order to be eligible for a grade of pass, a student must achieve All of the following:

- Consistently receive average clinical evaluations from the residents and faculty
- Receives a final RIME scoring of at least reporter with evidence of some interpreter skills
- Consistently demonstrates professional behavior, including attending all scheduled activities except in the event of an excused absence.
- Completes all portfolio assignments on time

Remediation: A student will receive a grade of remediation if any of the following occur:

- Consistently receive below average clinical evaluations from the residents and faculty
- Receives a final RIME score of reporter without evidence of advancement to interpreter.

Incomplete: A student will receive an incomplete grade if any of the following occur:

- The student fails to make up any absent sessions
- The student fails to hand in their completed Portfolio

Fail: A student will receive a grade of fail if any of the following occur:

- The student fails to make up any absent sessions after one month of the conclusion of the rotation
- The student fails to hand in their completed Portfolio after one month of the conclusion of the rotation
- The student consistently demonstrates unprofessional behavior

ATTENDANCE POLICY

Students are expected to attend all scheduled clerkship didactic conferences, lectures, workshops, and daily patient rounds. **Mandatory sessions and participation requirements in the clinical years are determined for individual clerkships.**

ABSENCE POLICY AND REQUEST FORM/ EXCUSED AND UNEXCUSED

Recognizing that situations arise that require students to miss time from their lectures/clinical responsibilities, the procedures presented below will be followed when an unplanned absence is necessary.

1. Emergencies for Personal Illness, Family Illness, etc.

The student will contact the direct supervising preceptor and resident/intern/rotation or section head and the Clerkship Director in charge to report his/her absenteeism on the first day of being absent. He/she should indicate the nature of the unexpected illness or emergency. The Office of Student Affairs must be notified of all absences by telephone (813-974-2068) or via e-mail (kzwygart@health.usf.edu) or on the Lehigh campus Dr. Michael LaRock (Michael.J.LaRock@lvhn.org). It will be the prerogative of the Clerkship Director, following consultation with the student, to excuse the absence or request additional information about the absence. This may include requesting a physician's note or an explanation of the absence in detail. The **Absence Report** form will be completed by the student and forwarded to the Office of Student Affairs and copied to the Clerkship Director and clerkship coordinator.

In order to be excused from a mandatory clerkship event the student must first contact the Clerkship Director directly and send a copy of the request to the Office of Student Affairs and the clerkship coordinator. The Clerkship Director will make the determination to grant or deny a request in addition to any required remediation.

At the full discretion of the Clerkship Director excused absences may require remediation of missed clerkship work, additional days and/or additional material and may proportionally affect the final grade of the clerkship.

2. Scheduled Time Off

The student will submit a written request to the Clerkship Director for permission to miss any clinic or ward experience, scheduled exams, clerkship projects, or mandatory sessions for scheduled time off. The forms are called “Absence Request form for Mandatory Class”, “Absence Request Form WITHOUT Advanced” and “EXAM Absence Request”. They are located in Canvas under Courses entitled “WH&P Absent Request Forms”.

A copy of the written request must be sent to the Office of Student Affairs and the clerkship coordinator. The request should be submitted 6 weeks in advance or as soon as the student knows of the scheduled event **PRIOR** to the start of the clerkship. Last minute requests (received after the start of the clerkship) will require supporting documentation. **The decision to grant or deny the request and determine subsequent action will be at the full discretion of the Clerkship Director. As such any excused absences may require additional days and/or additional material and may proportionally affect the final grade.**

Opportunities for remediation of missed clinical time, mandatory clerkship components and/or additional material (deemed necessary by the individual Clerkship Director) will be scheduled so as to not impact the clinical experience of the other students in the clerkships or detract from the required components of the current clerkship or other clerkships in which they are enrolled. Written permission from the current Clerkship Director is required for absences for any instances of remediation.

Excused absences may proportionally affect final grade and/or may require remediation of missing course work, additional days and/or additional material at the discretion of the Clerkship Director.

Students are expected to fulfill all time commitments for the clerkship. All missed time must be made up. The appropriate timing for the remediation will be subject to the Clerkship Director’s discretion and should be fulfilled within a 2-month period.

EVENT	ABSENCE EXCUSED?	MAKE UP TIME NEEDED?
Student illness, including infections that could put patients or other staff at risk	Yes	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.
Illness or death of a close family member or close friend	Yes	Yes, if > 2 days missed. Student responsible to reschedule missed experiences.
Birthdays, Trips, Reunions, and other personal activities	No, absence will impact final grade!	Yes, for all days missed. Student responsible to reschedule all missed experiences.
Religious holidays	Yes, if notification is made 2 months prior to clerkship schedule completion. Reasonable accommodation will be made to schedule around requested observed holidays during rotation.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.
Presentation at a medical conference	Yes, if notification is made 2 months prior to clerkship schedule completion. Attempts will be made to schedule the student so that the absence is minimally disruptive.	Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.
Attending a medical conference	Yes, if notification is made 2 months prior to clerkship schedule completion. Student may only miss one day per clerkship before vacation time must be used to make-up absences.	Yes, if > 1 day missed student responsible to reschedule all missed experiences.
Wedding (student is bride or groom). Birth of a child (student is mother or father).	Yes, if notification is made 2 months prior to clerkship schedule completion. Attempts will be made to schedule the missed days during outpatient blocks.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.
Attending the wedding of a family member or extremely close friend	Yes, if notification is made 2 months prior to clerkship schedule completion. Student may only miss one day per clerkship before vacation time must be used to make-up absences.	Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.
Significant personal event otherwise unspecified that is cleared with Doctoring 3 Director, Clerkship Director, and Associate Dean of Student Affairs	Yes, if notification is made 2 months prior to clerkship schedule completion. Student may only miss one day of clerkship before vacation time must be used to make-up absences.	Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.

GRADE APPEAL POLICY AND PROCESS

1. Basis for Appeal

A student may appeal a course grade if the student has evidence that the grade was assigned in an erroneous manner. This is not a process for appeal of established departmental grading policies. The following procedure provides guidelines for the appeal process. All persons concerned with this process should adhere to the time schedule outlined in the following description of the appeal process.

2. Appeal to the Faculty Member for Review of the Assigned Grade

Within ten (10) school days after the receipt of the grade, the student may appeal in writing to the responsible faculty member (Acting Internship Director) any assigned grade that they dispute. The Acting Internship Director will review the course grading guidelines with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the Acting Internship Director, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded. The Acting Internship director will respond in writing with the Acting Internship director's resolution of the matter to the student within ten (10) school days of the student's request for review.

If the faculty member is no longer with the University, the student shall confer with the departmental chairperson who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the departmental chairperson will represent the interests of the Acting Internship director who issued the grades.

3. Appeal to Associate Dean for UME

If the question of the assigned grade cannot be resolved between the student and the Acting Internship director, the student may appeal in writing to the Associate Dean for UME (all required courses, Acting Internships and interdisciplinary electives). This appeal must be made within ten (10) school days following the Acting Internship director's review. The student shall include all relevant information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the UME Associate Dean shall review with the Acting Internship director the substance of the student's appeal and seek to determine its validity.

If the Associate Dean/Chairperson determines that the assigned grade is, in his/her judgment, inappropriate, the chairperson should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the chairperson's/Associate Dean's recommendation.

The Associate Dean/Chairperson will notify the student in writing, within ten (10) school days of receipt of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade is not changed, the chairperson/Associate Dean will advise the student of the right of appeal to the Vice Dean for Educational Affairs.

If the student elects to appeal, copies of all written communication mentioned above shall be sent by the chairperson/Associate Dean to the Vice Dean for Educational Affairs as described below.

4. Appeal to the Vice Dean for Educational Affairs

If the grade is not changed to the satisfaction of the student at the departmental level, the student may appeal the assigned grade, in writing, to the Vice Dean for Educational Affairs. This appeal must occur within ten (10) school days of receipt of the decision of the chairperson/Associate Dean. The student will prepare an appeal in writing, which should be reviewed by the AD for SA of the MCOM as to form/sufficiency (satisfactory structure). The Vice Dean for Educational Affairs may discuss the case with the student, the faculty member, the chairperson of the department in which the course was taught or the Associate Dean for UME, the Associate Dean for Student Affairs and the Chair of the APRC. Following these discussions, the Vice Dean for Educational Affairs may make a recommendation to the faculty member, the student, and the department chairperson/Associate Dean. If this results in an acceptable solution to all parties, the matter is concluded. If not, then a Hearing Committee will be appointed. The Vice Dean for Educational Affairs may, if he/she chooses, appoint a Hearing Committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible by the Vice Dean for Educational Affairs.

When the decision is made to establish a hearing to investigate an appeal, the Vice Dean for Educational Affairs shall convene an ad hoc committee comprised of three senior members of the faculty of the Morsani College of Medicine who had not previously been involved in issuing the grade or the appeal process and three medical students, all of whom shall have voting privileges. This Committee shall elect a chairperson and hold a hearing concerning the appeal at a time acceptable to all participants. At this hearing all material relevant to the appeal shall be presented by the student, the Associate Dean for Student Affairs, the Chair of the APRC, the faculty member issuing the grade or raising the concern, or the department chairperson/Associate Dean for UME. Others may be requested to assist the Committee. The student may request to have another individual present.

The Hearing Committee will submit to the Vice Dean for Educational Affairs a written report containing a recommendation for a specific course of action regarding the student's grade appeal. If the Committee cannot reach a conclusion, the written report will be submitted to the Vice Dean for Educational Affairs who will consider the reason(s) why the committee failed to reach a decision.

The Vice Dean for Educational Affairs will then recommend a solution, which may or may not contain some or all of the recommendations of the Hearing Committee. As delegated authority of the Dean, the decision of the Vice Dean for Educational Affairs is final.

EVALUATION COMPLIANCE POLICY

Student feedback is an essential component for continuous quality improvement of our teaching faculty and curriculum development. Morsani College of Medicine (MCOM)

has implemented the following guidelines for all students currently enrolled:

2. Students will be required to complete a minimum of 80% of the evaluations assigned to them
3. All evaluations should be completed within 25 days upon receipt
4. Students may suspend evaluations only given the following circumstances:
 - a. The evaluation was assigned in error
 - b. The student did not spend enough time with an educator to properly evaluate them
4. At most students will be permitted to suspend up to 20% of their evaluations. Once a student exceeds a 20% suspension rate their evaluations will be reviewed on a case by case basis
5. Comments provided on evaluations should be constructive, respectful, and made in a professional manner

Please note that levels of anonymity are strictly enforced and fail safes are put into place to ensure a student cannot be identified from their evaluation.

Student evaluation completion compliance rates will be monitored on a quarterly basis and any student found to be out of compliance at the time will be required to attend a mandatory one-hour session to complete any pending evaluations. Students will receive a notice via email that they are required to attend the mandatory session to complete their evaluations. Failure to complete evaluations and/or attend the mandatory sessions may result in the following disciplinary actions:

1. A written notice from the Associate Dean of Undergraduate Medical Education
2. A mandatory meeting with the Associate Dean of Undergraduate Medical Education
3. Appearance before the Academic Performance Review Committee (APRC)

**Above is a summary of the USF Student Evaluation Policy. Please review MCOM's Student Handbook for the full text of this policy.*

ACTING INTERNSHIP/ DEPARTMENT FACULTY/ RESIDENTS

Trushar Patel, MD, Residency Program Director
Eleni Spirou, Academic Services Administrator

ATTENDINGS

Rafael Carrion, MD
Trushar Patel, MD
Kevin Heinsimer, MD
David Hernandez, MD
Justin Parker, MD
Lucas Wiegand, MD

RESIDENTS

Arvind Krishnan, MD, Chief Resident
Marilyn Nicholson, MD, Chief Resident
Aaron Dahmen, MD, Chief Resident
Michael Dineen, MD, PGY 4
Pedro Espino-Grosso, MD, PGY4
Timothy Juwono, MD, PGY4
Jacob Britt, MD, PGY3
John Graff, MD, PGY3
Saeed Imam, MD, PGY3
Daniel Pierce, MD, PGY2
Kyle Michelson, MD, PGY2
Shayan Falasiri, PGY2
Jennifer Griffith, MD, PGY1
Joseph Balbona, MD, PGY1
Aleksander Druck, MD, PGY1

CANVAS HAS A LINK: TO MCOM STUDENT HANDBOOK

CANVAS CONTAINS A LINK: TO USF CORE SYLLABUS POLICY STATEMENTS ON THE PROVOST'S WEBSITE