**University of South Florida**

***Morsani College of Medicine***

***Moffitt Cancer Center***

***Tampa General Hospital***

**Plastic Surgery**

**Fourth Year Acting Internship**

***MDI 8660***

**Syllabus**

**2020-2021**



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| **DIRECTOR/ COORDINATOR/ CONTACT INFORMATION: Michael Harrington, MD**  Program Director & AI Director  USF, Department of Plastic Surgery  [mharring@usf.edu](mailto:mharring@usf.edu)  **Hailee Hall**  Plastic Surgery & Vascular Surgery Acting Internship Coordinator  USF, Departments of Surgery & Plastic Surgery  Office: (813) 250-2261  [haileehall@usf.edu](mailto:haileehall@usf.edu) |
| **USF Plastic Surgery COURSE DISCRIPTION:** This elective provides the opportunity to participate in the active "hands-on" care of plastic surgery patients including critically ill burned patients. The student is under the direct supervision by the faculty in the intensive care unit, ward, and operating room. Students also participate in the outpatient follow-up care of the patients. No night call is required. |
| **DIRECTOR’S WELCOME**  Welcome to your Plastic and Reconstructive Surgery Acting Internship. This rotation will provide you the opportunity to work closely with our residents and faculty members in order to attain first-hand experience in the challenging, yet fulfilling, world of plastic surgery. You will spend your time split between two of our five clinical sites, Tampa General Hospital and Moffitt Cancer Center.  Plastic and Reconstructive Surgery is an extremely broad field of practice. While we cannot guarantee to show you the full scope of our specialty in just a few weeks, this clerkship is designed to provide exposure to multiple reconstructive modalities for traumatic and oncologic injuries as well as acute and chronic burn patients. We are committed to the principles of an adult learning model for medical education that promotes a journey of lifelong learning. To that end, we have listed basic expectations for your role as a team member at each of the rotating facilities below while highly encouraging additional self-directed learning to supplement your experience.  You will be receiving your schedule from Hailee Hall, the clerkship coordinator. If you have not received it a week prior to your rotation, please contact her.  If you have any concerns prior to the start of your rotation, please email the clerkship coordinator. She can answer most questions you have and assist you with scheduling issues if they arise. We look forward to meeting you, and hope you enjoy your time at USF Plastic and Reconstructive Surgery.  We wish you the best of luck!  Michael Harrington, MD |
| **ACTING INTERSHIP OBJECTIVES**  PATIENT CARE   1. Gain experience and knowledge in the general management of trauma and oncologic patients including diagnosis, pre-operative work-up, general evaluation and operative principles, post-operative care, and non-operative and critical care. 2. Demonstrate proficiency in performing basic wound care   MEDICAL KNOWLEDGE   1. Gain knowledge in understanding of the trauma surgery, breast and cutaneous oncology patient including diagnosis, pre-operative evaluation, and general operative principles. 2. Demonstrate critical thinking 3. Demonstrate sound knowledge of surgical anatomy   PRACTICE BASED LEARNING/IMPROVEMENT   1. Demonstrate progression in obtaining knowledge in the work-up, treatment, and post- operative care of trauma patients. 2. Utilize information sources to learn/improve knowledge based upon clinical situations. 3. Demonstrate ability/willingness to learn.   INTERPERSONAL AND COMMUNICATION SKILLS   1. Communicate clearly with patients, their families, and the medical staff. 2. Demonstrate knowledge/skills to communicate and coordinate care with the multi-disciplinary team.   PROFESSIONALISM   1. Demonstrate integrity and the ethical practice of medicine. 2. Acknowledge the anxieties of patients and their families and answer questions and allay anxiety and demonstrate sensitivity to culture, age, gender and disability. 3. Gain an appreciation for discussions of critical and life and death issues/problems. 4. Exhibit compassion, respect, sensitivity, and commitment in daily approach to patient care. |
| **ACTING INTERNSHIP DESIGN/ ROTATIONS/ EXPECTATIONS**  This clerkship is designed to give you exposure to settings in which plastic and reconstructive surgeons commonly practice. Your acting internship will include rotating on an inpatient service, operating room, and clinic setting. You will be receiving your schedule from Hailee Hall, the clerkship coordinator, the week prior to your rotation. You are expected to attend and participate in all scheduled activities while consistently demonstrating professional behavior.  In addition to completing assigned tasks in the team setting, each rotator will be expected to prepare and present one interesting case or educational plastic surgery topic during resident education.  Tampa General Hospital:   * Inpatient Care   + Assist intern with floor patient assessments and dressing changes (6:00-6:30am)   + Morning team rounds in the 6C conference room (6:30am)   + Complete daily progress note documentation on assigned inpatients for attending review   + Assist residents with interviewing and developing treatment plans for inpatient consults with appropriate documentation for attending review * Outpatient Care   + Assigned to one day of clinic per week   + See patients with a supervising resident/attending   + Complete clinic notes for review by attending * Operative Experience   + Prepare for assigned surgical cases   + Introduce yourself to patients preoperatively   + Assist residents with postoperative checks   Moffitt Cancer Center:   * Inpatient Care   + Assist intern with compiling patient rounding list   + Morning team walking rounds (generally start at 6:00am, will vary depending on OR late start and chief resident) * Outpatient Care   + Assigned to one day of clinic per week   + See patients with a supervising resident/attending * Operative Experience   + Prepare for assigned surgical cases   + Introduce yourself to patients preoperatively   + Assist residents with postoperative checks |

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| **ACTING INTERSHIP LOCATIONS**  **Tampa General Hospital**   * **Plastic Surgery Offices/Resident Space—2nd Floor** * **Burn/Plastic Surgery Inpatients—6C Floor (Conference Room for morning rounds here)** * **Burn ICU—6C Floor** * **Main Operating Suites—2nd Floor** * **Burn Operating Room—6C Floor** * **Outpatient Surgery Center Operating Suites—3F Floor** * **Burn Clinic—Rehabilitation Center 1st Floor** * **Emergency Department—2nd Floor**   1 Tampa General Circle  Tampa, FL 33606  **USF Health South Tampa Center for Advanced Health**   * **Outpatient Clinic for TGH patients—3rd Floor**   2 Tampa General Circle  Tampa, FL 33606  **Moffit Cancer Center**   * **Plastic Surgery Inpatients—5 South Floor (morning rounds generally start here)** * **Flap Unit—PCU4 (2 South Floor)** * **Observation Unit—PCU3 (2 South Floor)** * **Main Operating Suites—2nd Floor** * **Urgent Care Center (DRC)—1st Floor**   12902 USF Magnolia Drive  Tampa, FL 33612  **Moffitt Cancer Center—McKinley Campus**   * **Cutaneous Surgical Oncology Clinic—4th Floor** * **Breast Surgery Clinic—6th Floor** * **Outpatient Surgery Center Operating Suites—2nd Floor**   10920 McKinley Drive  Tampa, FL 33612 |
| **EDUCATIONAL SESSIONS**  This acting internship schedule includes plastic and reconstructive surgery patient care sessions (inpatient and outpatient), grand rounds lectures, morbidity and mortality conferences and didactic sessions. Students will receive their schedule 1 week prior to the start of their rotation. |
| **GRADING COMPONENTS**  Final grade of the Plastic Surgery Acting Internship includes:  Clinical Evaluations 80%  Case Presentation 20% |
| **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)](mailto:kzwygart@health.usf.edu)) or on the Lehigh campus Dr Michael LaRock ([Michael\_J.LaRock@lvhn.org)](mailto: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 five (5) 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 five (5) 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 five (5) 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 five (5) 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 five (5) 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:   1. Students will be required to complete a minimum of 80% of the evaluations assigned to them 2. All evaluations should be completed within 25 days upon receipt 3. Students may suspend evaluations only given the following circumstances:    1. The evaluation was assigned in error    2. 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.* |

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| **ACTING INTERNSHIP/ DEPARTMENT FACULTY/ RESIDENTS**  Michael Harrington, MD (Clerkship Director) Hailee Hall (Clerkship Coordinator)   |  |  | | --- | --- | | **Attendings:** David Smith, M.D.  Michael Harrington, M.D.  Wyatt Payne, M.D.  Wayne Cruse, M.D.  Paul Smith, M.D.  Deniz Dayicioglu, M.D.  Nicholas Panetta, M.D.  Julian Pribaz, M.D.  Matthew Hiro, M.D.  Joshua Elston, M.D.  Lauren Kuykendall, M.D. | **Residents:** Abby Threet M.D.  Alexandra Girardot D.O.  Allison Shanks M.D.  Amanda Zimmerman M.D.  Amra Kuc, M.D.  Ashley Modica, M.D.  Bahar Abbassi M.D.  Brielle Weinstein M.D.  DaKota Urban, M.D.  D’Arcy Wainwright, M.D.  Eric Clayman M.D.  Jacqueline Ross M.D.  Jake Laun M.D.  Jonathan Bouchez M.D.  Joseph Moffitt, M.D.  Kathryn King M.D.  Kristen Whalen, M.D.  Kristina Gemayel, D.O.  Mariel McLaughlin, M.D.  Mitchell Buller M.D.  Nicole Le, M.D.  Reed Wulbrecht, M.D.  Robert Rotatori M.D.  Sara Soni M.D. | |
| **CANVAS HAS A LINK: TO MCOM STUDENT HANDBOOK** |
| **CANVAS CONTAINS A LINK: TO USF CORE SYLLABUS POLICY STATEMENTS ON THE PROVOST’S WEBSITE** |