

# Clerkship in Surgery

## Department of Surgery

### SUNY Downstate College of Medicine

**Clerkship Director:** Robert DiRaimo, M.D.,  
[robert.diraimo@downstate.edu](mailto:robert.diraimo@downstate.edu)  
718-270-1035

**IntermClerkship Coordinator:** Audra Koenig  
[audra.koenig@downstate.edu](mailto:audra.koenig@downstate.edu)  
718-270-2137



SUNY  
**DOWNSTATE**  
Medical Center



Orientation to Clerkship: Surgery

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## **Welcome to the Surgery Clerkship**

On behalf of the Chairman, faculty, residents, and the entire staff of the Department of Surgery, we welcome you to the Surgery Clerkship.

We hope that your Surgery clerkship rotation will prove to be a rich and rewarding experience.



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## **Key Contact Information**

**Robert DiRaimo, M.D.**  
Surgery Clerkship Director  
(718) 270-1035  
[robert.diraimo@downstate.edu](mailto:robert.diraimo@downstate.edu)

**Jillian Telford, MPA**  
Manager of Surgical Education  
(718) 270-2264  
[jillian.telford@downstate.edu](mailto:jillian.telford@downstate.edu)

**Audra Koenig**  
Surgery Clerkship Coordinator  
(718) 270-2137  
[surgeryclerkship@downstate.edu](mailto:surgeryclerkship@downstate.edu)

Surgery Student Education Office location:  
8<sup>th</sup> Floor, Room A8-504.

## **Department of Surgery Chief Resident Beeper List**

Zeki Acun (PGY-4):	(917) 205-7902
Abassami Badami (PGY-4):	(917) 205-6713
Mohammad Choudhury (PGY-4):	(917) 205-4979
Nathaniel Fung (PGY-4):	(917) 205-5664
Ryosuke Misawa (PGY-4):	(917) 205-4982
Z. Moghadamyeghaneh (PGY-4):	(917) 205-3543
Sushant Remersu (PGY-4):	(917) 205-7903
Ramy Abdel-Naby (PGY-5):	(917) 205-3415
Erin Chang (PGY-5):	(917) 298-0153
Shachar Shimonovich (PGY-5):	(917) 205-2461
Michael Kennedy (PGY-5):	(917) 205-2519
Antonio Masi (PGY-5):	(917) 205-0140
Sarrina Shraga (PGY-5)	(917) 205-9230
Bardiya Zangbar Sabegh (PGY-5)	(917) 205-4685



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**Department of Surgery Student Education Office Hours:**

Monday 9:30A-3:00P  
Tuesday 9:30A-3:00P  
Wednesday 9:30A-5:00P  
Thursday 9:30A-3:00P  
Friday 9:30A-3:00P

Office hours will be in effect except when office is closed for lunch time.

Dr. Robert DiRaimo, M.D., Clerkship Director  
Office Hours: Thursdays, 1:00 – 2:00 (by appointment)

Please contact Audra Koenig or Jillian Telford (A8-504) to make an appointment to see Dr. DiRaimo during office hours.



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## **Surgery Clerkship Competency-Based Goals and Objectives**

As an active member of the surgical team, the medical student will participate in the care of assigned patients through taking histories, performing physical examinations, and engaging in the diagnostic and therapeutic procedures that are within the limits of her/his competence. The student will be expected to expand their knowledge through the evaluation and assessment of the surgical problems presented by her/his patients.

### **Medical Knowledge:**

Students must demonstrate knowledge and understanding of common surgical problems, including the indications for, and limitations of, diagnostic studies used to evaluate these problems. For common surgical disease states and conditions, the student is expected to integrate the knowledge of relevant anatomy and pathophysiology when evaluating symptoms and physical findings. The student will generate a differential diagnosis and design an appropriate treatment plan. The student will be able to demonstrate an understanding of the risks and benefits to treatments and their alternatives. The student will be expected to be familiar with common surgical procedures and their complications.

### **Patient Care and Clinical Skills:**

Students must be able to provide care that is compassionate, appropriate, and effective for treating health problems and promoting health, specifically:

- Obtain an appropriate history and physical exam for surgical disease
- Understand the risks, benefits, and indications, for procedures, and understand the process for obtaining informed consent
- Create an appropriate treatment and care plan, including diagnostic testing, taking into account risk assessment, cost, patient goals, and evidence-based principles
- Demonstrate cultural and gender sensitivity in interactions with patients and members of the health care team
- Demonstrate basic procedural skills through the supervised performance of the list of core surgical skill requirements

### **Interpersonal and Communication Skills:**

Students must demonstrate interpersonal and communication skills that facilitate effective interactions with patients and their families and other health professionals, specifically:

- Communicate effectively and empathetically with patients, families and health care professionals including oral and written presentations of patient history and physical exam, summary of findings, and assessments and plans.



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- Demonstrate the ability to document appropriate notes in the patient's medical record
- Collaborate with other members of the health care team



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**Professionalism:**

Students must demonstrate a commitment to professional service, adhere to ethical principles, demonstrate sensitivity to patients, and maintain personal health and well-being, specifically:

- Demonstrate honesty and integrity
- Identify ethical challenges in the care of patients, including conflicts of interest
- Demonstrate a professional commitment to patient care over personal interests
- Set personal learning objectives and seek feedback to improve their performance
- Demonstrate an appreciation for the collegial interaction necessary to work on the surgical service and in the operating room
- Dress appropriately, be punctual, and demonstrate respect for others
- Respect patient privacy

**Practice Based Learning:**

Students must be able to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence, and improve their practice of medicine, specifically:

- Exhibit characteristics of self-directed life-long learning
- Demonstrate the ability to review relevant medical literature in order to answer clinical questions and create plans of care
- Identify quality-of-care issues and patient safety issues and propose strategies for improvement

**System-Based Practice:**

Students must be aware of and be able to work within the health care system. They must be aware of the resources and limitations of the system while developing the ability to call on available health care resources to provide optimal care, specifically:

- Use the electronic medical record for record keeping and accessing patient information, as well as writing orders
- Participate in the care of complex patients by using flow sheets, communicating with consultants, attending multidisciplinary conferences, and arranging access to community resources
- Understand the roles of different health care providers in multidisciplinary care



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## **Surgery Clerkship Competency-Based Core Content and Conditions**

There are certain patient encounters and skills log requirements specific to the surgery clerkship. All required core patient exposures can be met through the use of the WISE-MD computer simulation experience.

Proficiency in the following list of skills must be logged in New Innovations and signed off on to complete the clerkship.

- 1) Evaluation of a patient with abdominal pain
- 2) Placement of a peripheral IV
- 3) Placement of a Foley catheter
- 4) Observe a laparotomy
- 5) Participate in the perioperative care of a major surgery patient
- 6) Demonstrate basic suturing skill
- 7) perform wound care

Each clerkship has a list of core conditions that you are expected to gain experience with during your rotation. These are important disease conditions or clinical presentations that clinicians in the field encounter frequently and with which they must be familiar. In General Surgery, these conditions include: **adrenal disease, anorectal disease, aortic aneurysm, appendicitis, bowel obstruction, breast cancer, benign breast mass, cholecystitis/biliary disease, colon cancer, diverticulitis, inguinal hernia, thyroid nodule, and trauma management.** You may see these conditions in either the inpatient, outpatient, or operating room setting. Knowledge and experience of these conditions and their management will be gained by participating, under supervision, in the patient's care. This includes active participation in the generation of the differential diagnosis or initial management plan, staying abreast of the patient's evolving status and test results, interpreting clinical findings and test results, recognizing when new information dictates a change of plan, producing a reasonable, revised management plan, participating in surgery when performed, and participating in post-operative care.

**In order to pass your clerkship, you must have experience with these core conditions.**



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## Medical Student Responsibilities and Supervision Policies

### Where do I report on my first day of each rotation?

On the first day of the surgery clerkship, please go directly to your assigned hospital immediately after orientation.

On subsequent rotations, please report directly to your assigned hospital site. Contact the site prior to your start date to confirm the reporting time and location.

Please remember to have your health clearance information.

### Surgical Clerkship Clinical Responsibilities:

These vary among rotations, but in general the following guidelines should be followed:

- Each new admission or transfer onto the surgical service should have a complete history and physical performed by the student on call that day. It is to be performed under the observation and with the assistance of a member of the house staff, signed by the student and countersigned by the house staff. Check with the house staff to see if student write-ups are allowed on the chart.
- Follow each of your admissions and assigned patients daily and participate in the operating room. Write daily progress notes with the assistance of the house staff. An MD must countersign all of your notes. Check with house staff if student notes are allowed on the charts.
- Surgical scrub attire is not automatically provided at each hospital. At some facilities, only paper scrubs are available. It might be helpful to buy or borrow scrubs if you will be rotating at KCH. **SCRUBS ARE NOT TO BE WORN OUTSIDE OF THE O.R. UNLESS COVERED WITH A WHITE COAT. DO NOT WEAR SCRUBS HOME.**
- ALWAYS wear your hospital photo I.D. card.
- SCRUB ACCESS:
  - \***BVA**: Scrubs issued in the O.R. area, 4<sup>th</sup> floor.
  - \***KCHC**: Paper scrubs only. Inquire at the O.R. front desk.
  - \***Lenox Hill**: Scrubs are issued with your Lenox Hill photo ID.
  - \***Maimonides**: Scrubs issued with Maimonides ID badge.
  - \***UHB**: Scrubs available on the following services:  
**UHB-General Surgery, UHB-CT Surgery, UHB-Transplant Surgery, UHB-Orthopedic Surgery**



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## **CASE REPORTS**

Please make sure your name is on the report.

Do not include any identifying patient data such as initials, date of birth, MR number, etc.

Case Report Format:

Chief Complaint

History of Present Illness

Review of Systems with pertinent positives and negatives

Past Medical History

Past Surgical History

Social History

Medications: use generic names

Allergies

Physical Exam

Labs: relevant labs and trends

Radiology Reports: use brief summary of reports

Differential Diagnosis

Management Plan

Patient Hospital Course

Discussion

References

The case report should include a detailed discussion of the surgical condition and management of the patient with supporting evidence and up-to-date literature on the topic.

**Case Report is due by midnight of the last day of the clerkship.**



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## **Aquifer-Wise MD:**

### **TO ACCESS WISE MD MODULES: FOLLOW THE INSTRUCTIONS BELOW**

In order to register for access to WISE-MD, students will need to visit <https://www.aquifer.org> and select "Sign In" from the upper right hand corner. Once you complete the registration and submit the form, an e-mail will be sent to you to confirm your registration and access.

Note: YOU ARE NOT REQUIRED TO SUBMIT YOUR COMPLETION OF THESE MODULES TO US BECAUSE WE HAVE ACCESS TO YOUR ACTIVITY

## **Online Course:**

During the surgery clerkship, you are required to complete the Patient Safety Course at the Institute for Healthcare Improvement,

- [www.ihl.org](http://www.ihl.org)

After completing the course, you must print the certificates and e-mail the certificates in a **PDF format** to [surgeryclerkship@downstate.edu](mailto:surgeryclerkship@downstate.edu). This is a requirement.

Institute for Healthcare Improvement (IHI) Patient Safety Courses

- Go to [www.ihl.org](http://www.ihl.org)
- On the IHI Open School home page, click the link to register
- Once registered, you will automatically be returned to the home page
- Click the “**click here to get started**” link
- Select the box titled “**IHI Open School Academic**”
  - NOTE: if you choose the wrong one it will look as if you need to pay to take the courses.
- Click the link to browse the courses
- Click the course title, e.g. Introduction to Patient Safety, and then select Lesson 1.
  - Required courses are as follows:  
**PS 101 Introduction to Patient Safety**  
**PS 102 From Error to Harm**  
**PS 103 Human Factors and Safety**
- When you have finished the 3 courses, create a certificate for each and e-mail them in **PDF format** to Ms. Koenig. (**No Screen Shots**)



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## **Holidays, Religious Observance and Time-Off Policies**

Students in clinical courses should check with their individual programs regarding specific clinical schedules and time off. All students in clinical courses will be expected to adhere to the holiday schedules of the clinical site to which they are assigned.

Clinical students completing clerkship, fieldwork, practicum or other clinical assignments may have clinical obligations that extend throughout semester vacation periods, but clinical training experiences are not permitted to take place between academic semesters. Students should contact faculty before taking time off, including religious holidays. Arrangements must be made for making up academic work missed.

Please refer to the [Student Handbook](#) regarding Religious Observances, New York State Education Law, Section 224-a.

## **Policies on Absences for Illness, Emergencies and Inclement Weather**

### **Illness or Emergency:**

Any absences due to illness or an emergency must be brought to the attention of Dr. Robert DiRaimo, Jillian Telford, Audra Koenig and your site director immediately. Students who fail to comply may receive an incomplete until the time is made up.

### **Inclement Weather:**

In the event of inclement weather, our policy is that you contact your individual sites. They will determine whether or not you need to report to your site. The Department of Surgery does not make that determination.

## **Policies on E-mail**

The Department of Surgery strongly recommends that you check your **Downstate Outlook e-mail** on a regular basis. We communicate to students using the Downstate e-mail. If you forward your Downstate email to a Gmail, Yahoo, AOL or other email account, you may not receive our emails.



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## **Medical Student Supervision**

Medical students may perform the following under general supervision: patient interviews, physical examinations, and routine medical procedures for which no specific patient consent is required and for which residents do not maintain case logs or require specific privileging, e.g. phlebotomy, IV insertion. All other activities require direct visual supervision.



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## THIRD YEAR MEDICAL STUDENT PERSONAL DATA FORM

Please complete this form before leaving the Surgery Clerkship Orientation. This information will be kept confidential.

PLEASE PRINT:

NAME	TELEPHONE NUMBER
LAST: _____ _____	HOME (    ) _____ _____
FIRST: _____ _____	CAMPUS (    ) _____ _____ CELL (    ) _____ _____
	BEEPER (    ) _____ _____
	E-Mail address: _____ _____
ADDRESS: _____ _____ _____	SID# _____ _____ _____
	STUDENT BOX # _____ _____ _____



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	DATE OF ROTATION:
	/ /
	ROTATION SITES:

### **Case Logger: Tracking Patient Experiences**

The Surgical Clerkship has a list of core clinical experiences that must be logged in New Innovations in order to successfully complete the clerkship.

The basic clinical skills that must be performed and logged in New Innovations are:

- 1) Perform an Abdominal Exam
- 2) Placement of a peripheral IV
- 3) Placement of a Foley catheter
- 4) Observe a laparotomy
- 5) Participate in the perioperative care of a major surgery patient
- 6) Demonstrate basic suturing skill
- 7) Perform wound care

The Core clinical experiences that must be seen and logged are:

- 1) Aneurysmal Disease
- 2) Adrenal Disease
- 3) Anorectal Disease
- 4) Appendicitis
- 5) Bowel Obstruction
- 6) Breast Disease
- 7) Cholecystitis
- 8) Colon Cancer
- 9) Diverticulitis
- 10) Inguinal Hernia
- 11) Thyroid Nodule
- 12) Trauma Resuscitation



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Any clinical case requirements that are not available clinically can be experienced and logged through computer simulation (Wise-MD) to complete the course requirements.

All of the clinical modules on Wise-MD must be completed to successfully complete the requirements of the clerkship.

PLEASE NOTE: Case Modules are MANDATORY and the Skills Modules and Questions are optional.

Failure to complete any of the above requirements will result in a Conditional Grade for the course.

### Instructions for Tracking Patient Experiences in Surgery and Anesthesiology

**Failure to complete your logs will result in a conditional grade.** Most often you will fulfill the requirements by participating in the care of a patient with each of the conditions. If this is not possible, you can review the computer modules (WISE MD). Each clerkship may have additional clerkship-specific procedures that you are required to see or assist in. In Surgery, the required procedures are **performing an abdominal examination, Foley catheter insertion, participating in a laparotomy, peripheral IV insertion, participating in post-operative management, and performing suturing and wound care.** In Anesthesiology, the procedure is **mask ventilation**, which you must perform and master. Mask ventilation must be performed on actual patients; no substitutions or simulations are allowed.

**In order to track your experiences, you are required to log your cases using New Innovations, the same program where your evaluations are stored. Case logging is designed to be simple:**

- Log into the student portal for New Innovations and enter your user name and password (same login for reading your evaluations)
- Under the “Main” button, click “Case Logger”
- Click “Add Case Logs” and fill out the required fields to log a patient or experience. Note that required fields vary slightly from one clerkship to another.
- For all diagnoses and most procedures, you are only required to log one case although you may log more, if you like. When more than one is required, e.g. mask ventilation in Anesthesiology, the target number will be indicated on the data entry page, as well as the current number logged.
- Be sure to click “Save” at the bottom of the page before you exit.



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Your name, rotation, and date should be pre-populated. Under “Rotation,” if you click on the dropdown arrow, you will find your previous rotation stored in case you need to add or edit previously entered logs. The core conditions are listed under “Diagnosis” and the procedures, surprisingly, are listed under “Procedures.” Neither **Diagnosis** nor **Procedure** is actually a required field; this is to allow you to enter a patient with only a diagnosis or only a procedure and to leave the other category as “None selected.” However, please do not forget to enter either a diagnosis or a procedure. Note that you can include more than one diagnosis or more than one procedure in a single log if appropriate, e.g, a patient has both diabetes and heart failure. Hold down the Ctrl key and select as many diagnoses from the dropdown list as appropriate.

The other important field is “Role in Case.” This is how the clerkship defines and describes the level of participation or level of responsibility that is acceptable for fulfilling the requirement. The choices here vary by clerkship, also. When a **procedure** is being logged, the choices are **observed, scrubbed, assisted, performed**. When a **diagnosis** is being logged, the choices are “diagnosis: my patient”, “diagnosis: team patient”, or “diagnosis: participated in care”. In our settings all of these are acceptable descriptions of meaningful participation in care. Please be careful with your data entry and do not mistakenly log “procedure: observed” for a diagnosis or any other entry. These data are tracked by the clerkship. However, if your exposure to a patient with inguinal hernia, for example, is through participating in a surgery, then you may select “Procedure: scrubbed” as your role even though inguinal hernia is a diagnosis. In the surgical and obstetrical settings this involvement counts as meaningful participation.

In the event that you have not encountered an appropriate patient in whose care you participated, you should check with your preceptor, clerkship director, or site director about an appropriate alternative and log “Diagnosis: simulation/other” for that condition.

**Again, be sure to click “Save” at the bottom of the page before you exit!**

The case logs are monitored by the clerkship directors. Toward the middle of your clerkship, you will receive feedback about your rate of completion of the core condition logs, along with suggestions about what to do if you have not encountered patients with the core conditions. You will also get a **daily** notification from New Innovations if you have not logged anything by the mid-point of the rotation. If you do not think you will be able to find a patient with a particular diagnosis, speak to your preceptor or site director for help or alternative suggestions. This should occur rarely. **In order to pass the clerkship, you must complete an entry for each core condition.**

You can check the status of your case logging by going to “Case Logger” and clicking on “View case logs”. The pencil icon gives you an edit option.



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If you have any questions about the case logging process don't hesitate to contact your clerkship coordinator.



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## Schedule

### CONFERENCES/LECTURES

#### **A. Surgical Lectures:**

Thursdays 9:00-11:30a.m.

Lecture Hall 1.

Discussions will be specific to surgical topics by SUNY Health Science Center faculty. Student participation is mandatory throughout the eight-weeks on Surgery.

#### **B. On-Service Attending Sessions:**

Check with your ward attending for location and times.

These are small group sessions with the on service (ward) attending, concentrating on areas from the curriculum. This is the best time to ask questions, express your anxieties, and solve problems. Attend ALL scheduled KCH – UHB Lecture series.

#### **C. On-Service Rounds:**

Check with your chief resident for location and times.

These are working and teaching rounds at the bedside with the chief and junior residents. Here the patient problems, plan of care, and goals of therapy are discussed.

#### **D. Chairman's Grand Rounds and M&M Conference:**

Thursday; 7:00am-8:15am.

Lecture Hall 1.

Resident level discussion of interesting cases and Grand Rounds, including in-depth discussions of specific surgical topics by visiting or SUNY professors.

### MANDATORY FOR ALL STUDENTS

**Please be ON TIME for all Thursday morning activities and remember to sign the Attendance Sheets for Conferences and Lectures.**



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## Learning Resources

### Surgery Textbooks

There are many textbooks on surgery that run from a broad overview to limited discussions on specific topics. Perhaps the most important thing to think about when deciding what book to study is what format works best for you. Some students do better with case studies, others with question and answer format, some with outlines and others with traditional prose textbooks.

Textbooks are also never complete, as Surgery is continually evolving. Each chapter in a text book is a combination of the author's opinions as well as accepted standards of care. There is no definitive textbook of surgery, and there are times that portions of textbooks are already out of date at the time of publication.

Possibly, the best suggestion for most students is **Lawrence's Essentials of Surgery**. It is a condensed prose format that works well for most. It is written specifically for the third year medical student. It also comes in a subspecialty book to complement the general surgery version.

For student's interested in Surgery, a traditional textbook of Surgery such as Sabiston's Textbook of Surgery or Schwartz's Principles of Surgery should be considered to serve as a reference and for more in-depth review. Remember that most of the major textbooks are available online through the Downstate library website.

Overall the best advice is to look at a variety of books and decide which one suits your style and needs.



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## **Formative Assessment**

All students will receive a formal formative assessment midway through each surgery block. Students are also encouraged to seek critiques and constructive criticism regarding their performance from their attending staff and the house staff with whom they have worked. Students are encouraged to seek this direct feedback in a timely manner to give the student time to integrate this information and improve throughout the entire 8 week experience.

**Formative Evaluation Form:** Submit this form to your team attending or chief resident half-way through your 4 week rotation and immediately mail, fax, or email (**pdf format**) the completed and signed form to the Surgery Coordinator, Audra Koenig. Please retain a copy for your own records. It is the student responsibility to submit and return the entire two-sided form. (**NO SCREENSHOTS**)

**ONLY 1 Formative Evaluation is required for the entire clerkship.**

**Failure to submit will result in a grade of “Incomplete”.**

**Evaluation of the Clerkship:** (Your evaluation of us): We respect your comments about the clerkship. The information you present may impact decisions about sites, assigning preceptors, lectures, and overall clerkship changes. We will e-mail the survey link directly to you.



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## Summative Assessment

The degree to which these clerkship objectives are achieved by the student is determined by evaluating the student's performance within each of the Core Competencies by a combination of specific assessment modalities, including:

- Review of each student's patient workups and progress notes by members of the attending staff and house staff.
- Interaction between the student and the attending staff and house staff in the clinical care of patients.
- Ongoing assessment of the student's presentations on rounds and in conferences.
- Interaction between the student and attending staff and in lectures, conferences, and tutorial sessions.
- Compilation of the individual evaluations of the student rendered by members of the attending staff and house staff.
- Written examination at the end of the clerkship (National Board of Medical Examiners Part II Surgery Subtest).

## The Surgery SHELF Examination

- The written exam will be a shelf exam from the National Board of Medical Examiners.
- The Student Education Office will provide more information about the written exam to you in the completion of rotation issue memo.
- Start to prepare yourself at the beginning of the clerkship
- Use recommended textbook for in depth reading of major topics in General Surgery.
- **Start studying now!!**
- Read up on the disease process of the patients you see, particularly, those that undergo surgery. Read before going to the operating room by looking at elective schedule.

## H&P Exam

The History & Physical Exam will be given to you on the morning of, but before you take your Surgery Shelf Exam.



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The H&P is a write up of a standardized patient. You will receive a sample patient write-up and then be asked to develop a differential diagnosis for the patient. You will also be asked to list the elements of the patient that support (both positive and negative) as well as the elements to contradict each diagnosis. You will also be asked to provide a suggested workup.



## **Surgery Clerkship Grading Procedure (2019-2020 Academic Year)**

### **Grade Determination**

#### **1. 60% CLINICAL PERFORMANCE**

The primary element of a student's overall discipline grade is based on clinical performance.

This evaluation is based upon demonstrating achievement of core clinical competencies. These are medical knowledge, patient care, interpersonal communication, professionalism, systems-based practice, and practice based learning and improvement. The overall clinical grade reflects summative evaluations completed by attendings and residents in all clinical venues of Surgery.

Each clinical site director will give a numerical grade. These clinical grades will vary from 2-5.

These grades will be converted to 0-30 scale for calculating the composite score. For example, 5 will be 30, 4 will be 24, 3.5 will be 21, etc.

#### **2. 30% NBME SHELF EXAM**

Students complete the NBME Surgery Shelf Exam at the end of the rotation. Each student must obtain a passing score on the Shelf Exam to pass the clerkship. The NBME reports standard scores. The standard scores are adjusted to take into account the academic quarter in which the student took the exam.

#### **3. 5% CASE WRITE-UP**

#### **4. 5% H&P WRITTEN EXAM**

#### **5. COMPOSITE SCORE (0-100)**

The components above will be used to calculate a composite clerkship score which will be a numerical value from 0 to 100

#### **6. The FINAL GRADE will be assigned as follows:**

<b>GRADE</b>	<b>NBME Shelf Exam Score</b>	<b>Composite Score</b>
Honors	≥78 AND	≥88
High Pass	≥68 AND	≥78
Pass	≥60 AND	≥60
Conditional	<60 OR	<60
Fail	<60 AND	<60



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Satisfactory fulfillment of specific requirements is also factored in to successful completion of the surgery clerkship, such as completion of online WISE-MD modules and completion of patient encounter logs.

Students who fail the Shelf Exam (adjusted score <60) on their first attempt may re-take the exam once. Students who fail the Shelf Exam on their second attempt may be required to go before the Grades Committee and be required to repeat the clerkship.

### **Contesting Final Grades:**

If students wish to contest their Final Grade or Site Evaluations, you should contact the Surgery Clerkship Director. **UNDER NO CIRCUMSTANCES** should a student for any reason contact or approach a site preceptor directly or via e-mail. ALL grade/evaluation disputes **MUST** go directly through the Surgery Clerkship Director/Student Education Office.



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## **Policy Against Mistreatment**

SUNY Downstate College of Medicine requires that all medical learning must occur in an environment of mutual respect between teacher and learner or between learners. All participants in the educational endeavor must assume their responsibilities in a manner that enriches the quality of the learning process in order for effective, caring and compassionate health care to occur. However, we acknowledge that, from time to time, there may be inappropriate actions or mistreatment of individuals. These may be alleged, perceived, or real incidents.

Examples of inappropriate conduct or mistreatment include, but are not limited to:

### **Sexual Harassment/Stalking:**

- Inappropriate touching, staring, following or using other suggestive mannerisms, including, but not limited to, sexual assault and/or stalking. (See also, Policy on Sexual Harassment.)

### **Bullying:**

- Words, statements or actions that are disrespectful, berating, humiliating or mocking.

### **Racism/Discrimination:**

- Speaking disparagingly, telling jokes, or relating stories or other inappropriate behavior which targets an individual or group's age, citizenship status, color, creed/religion, disability, family status, gender/gender identity/gender expression, marital status, national origin, partnership status, race, sexual orientation, or any other protected class or group.

### **Unprofessional behavior:**

- Requiring individuals to perform procedures that they do not feel adequately trained for or confident about.
- Exploitation – asking individuals to perform personal errands, buy coffee or food, or order them to complete hospital chores on patients that are not assigned to them while they miss educational activities like rounds or classes.
- Linking sexual, financial or other favors with grade inflation or other activities (or threatening the reverse).

### **Other Inappropriate behavior:**

- Any other actions that seem strange and are in violation of the inherent trust between teacher and learner.



## Orientation to Clerkship: Surgery

We have a zero tolerance policy regarding student mistreatment at SUNY Downstate College of Medicine. Students who believe that they have been subject to inappropriate conduct or mistreatment have several options for reporting incidents. Most important, reports are handled in an atmosphere that is confidential, safe, and without retaliation. Concerns about sexual harassment, stalking, or sexual violence have unique reporting and follow up requirements under the law, which are detailed in that section of this policy.

### **Reporting Options for Mistreatment:**

Listed below are the appropriate courses of action for reporting, including who to report a violation of this policy to.

If the concern is related to:

1. Sexual Harassment, Stalking, or Sexual Violence:
  - a. Report the incident to the SUNY Downstate Title IX coordinator in the Office of Diversity and Inclusion (Victoria A. Ajibade Esq.). The Title IX coordinator oversees the processes that address reported concerns or claims of sex or gender based harassment, discrimination, misconduct or violence. Every effort will be made keep the complaints and concerns confidential. The Title IX coordinator will also work with the complainant(s) to assist them in accessing any appropriate internal and external support services.
2. Academic, Mistreatment, and/or Bullying:
  - a. Report the incident(s) on the course/clerkship evaluation form. We do not link comments to individual student names. Mistreatment reports are shared with the Associate Dean for Clinical Medicine, and the Associate Dean for Student & Curricular Affairs. For clinical courses, the Dean of Student & Curricular Affairs informs the clerkship director who conducts an investigation and initiates appropriate action.
  - b. Refer to the Ombudsman. You can complete the online form located on Blackboard or contact Dr. Michael Meyers, Ombudsman, directly for guidance on your concern. After submission, the ombudsman will respond promptly. Anonymity will be preserved in all cases except those in which reporting is mandated by NY State Law. There is an option to be contacted for



## Orientation to Clerkship: Surgery

further follow-up, a choice of means of contact and an opportunity to meet privately with the ombudsman if the student wishes.

- c. Consult with one of the Deans in the Office of Student Affairs to discuss what has occurred and participate in an appropriate course of action.

### 3. Grades:

- a. If the incident occurs during foundations year, please refer to the Associate Dean for Foundations, Dr. Riccardo Bianchi.
- b. If the incident occurs during clerkship, please refer to the Associate Dean for Medical Education, Dr. Ellen Berkowitz.

The Student Counseling Services at SUNY Downstate is an additional resource for students to discuss mistreatment in a safe and confidential environment. This is especially helpful for students who have become anxious, frightened, avoidant, despondent, unable to study, etc. because of the inappropriate action of others. This Office holds all reports confidential, separate of all academic records.

In all cases, there will be follow-up, and students who have self-identified will be informed of the process and/or resolution. Students must understand that anonymous complaints can only be taken so far and that it is impossible to give them feedback. SUNY Downstate College of Medicine urges all students who believe that they have been subject to mistreatment or the unprofessional behavior of residents, faculty, other health professionals and staff to use one of the above options. Student well-being, safety, and learning in a healthy and collegial atmosphere are fundamental to our mission.



## **Conduct for the Faculty-Student Relationship**

The clinical work you are about to begin can be stressful, and many students find the transition to their new role somewhat challenging. In this new environment, it may not always be clear to you which behaviors are appropriate and which are outside the acceptable bounds. For the faculty-student relationship, there is an institution-wide policy in your medical school handbook that outlines the standards of behavior expected of your supervisors during clinical rotations. With respect to the residents who supervise you, we disseminate to them the following statement:

“Interactions between residents and medical students must be mutually respectful and civil. Students are reminded that the clinical environment is a complex and stressful one and that constructive criticism is an important part of the learning process. However, mistreatment of students is not tolerated. Obvious examples of mistreatment include sexual harassment; offensive remarks about race, ethnicity, sexual orientation, age, religion, or physical disability; purposeful humiliation; or use of grades and evaluations in a punitive manner. It is also inappropriate to single out students to go on errands for the team, e.g. food runs, unrelated to their learning (unless this is done in a rotation involving all members of the team) or to have students leave rounds to perform paperwork or other routine tasks.”

We hope you never encounter any violations of these standards and never feel that you are being treated inappropriately. However, if you do find yourself in a situation that feels abusive or inappropriate, there is a clear and simple path for you to follow to have the situation addressed. Please contact the clerkship director immediately. You will not be penalized, nor will we allow your grade to be affected because you have raised a concern. If you are not comfortable contacting the clerkship director for any reason, you are welcome to contact the medical school ombudsman, Dr. Michael Myers (270-1166 or fill out the ombudsman email form in Blackboard).



## **Student Safety and Potential Infectious Disease Exposure**

### **Effects of Infectious Disease or Disability on Medical Student Learning Activities**

The College of Medicine abides by the following center-wide policy on HIV and other infectious or communicable diseases (see Section 20 of [SUNY Downstate Medical Center UHB Policies and Procedures](#)): and shall not discriminate against any person on the basis of HIV status or other communicable diseases (e.g. Hepatitis B, Hepatitis C). The College may not require a test for verification of HIV status or other communicable diseases for the purpose of attaining or maintaining academic admission or continued matriculation. The College of Medicine shall maintain confidentiality regarding communicable diseases (e.g. HIV testing, HIV status, or AIDS-related conditions) of its students in accordance with all applicable federal, state and local laws and regulations and in accordance with all policies and procedures of SUNY Downstate Medical Center.

For students who are infected with hepatitis B, hepatitis C, and/or HIV the risk of transmission to patients increases with the invasiveness of the procedure provided by the student and his/her viral load. The Society for Healthcare Epidemiology of America (SHEA) has issued guidelines for the above infections in healthcare workers, including students. The full report may be accessed at “Infection Control and Hospital Epidemiology”, March 2012, Vol. 31, No. 3.

There are three categories of healthcare-associated procedures according to risk of transmission:

- Procedures with de minimus risk of bloodborne virus transmission.
- Procedures for which bloodborne virus infection is theoretically possible but unlikely.
- Procedures for which there is definite risk of bloodborne virus transmission or that have been classified previously as “exposure-prone”.

An expert panel may be convened to counsel students who are known to be infected with hepatitis B, hepatitis C and/or HIV if they are performing Category II or Category III procedures, and have viral loads above those recommended in the SHEA guidelines for each infection. No person shall be subject to adverse education actions or removed from educational experiences solely because of a non-task related disability. Reasonable accommodations will be made for students with communicable disease consistent with the current state of knowledge on transmission of infection. If the Director of the Student Health Services determines that the safety of a student or the safety of others in contact with the student are at risk, the Director will contact the Vice Dean for Education. The Vice Dean for Education will then convene a panel to review and recommend educational activities for the student in question that are based on current state of knowledge on the infection.



## Orientation to Clerkship: Surgery

### **Procedures for Care and Treatment after Exposure to an Infectious Hazard**

Immediately after exposure to a needle puncture or mucous membrane exposure to blood or other potentially infectious material (OPIM) the student should:

- Clean wound with soap and water or flush affected mucous membranes with clear water
- Contact his or her supervisor. The student should not rely on fellow students or housestaff for instructions.
- The student should report to the following depending on the site of clinical rotation or care:
- For exposures at SUNY Downstate during normal working hours, the student should report to the Student Health Service. When Student Health Services is closed, report to the Emergency Room at SUNY Downstate.
- For exposures at Kings County Hospital, the student should report to the Emergency Room at KCH.
- For exposures at other clinical sites, the student should ask the nurse in charge, who will be able to direct the student how to proceed, e.g., to the Emergency Room or the Employee Health Service.

If the student was not initially seen at the Student Health Services, the student should report there when it next opens for the necessary follow-up care. The Student Health Center is located at 440 Lenox Road, Apt 1-S, and is open Mon-Fri, 9 am-4 pm. The contact number is 718-270-1995 or 2018.

Services received at Student Health will be at no charge. Charges to the student's insurance for services received in the KCH Emergency Room may be reversed by having the student report to the KCH Employee Health Service within 5 days. The student's insurance may be charged for services received at other clinical sites. It is the responsibility of the site of the clinical rotation to provide the appropriate follow-up of the source patient, if known.



### **Health Information Portability and Accountability Act (HIPAA)**

All students must be current in their Health Information Portability and Accountability Act (HIPAA) training prior to first year orientation and prior to the start of the clinical years, as well as upon return from any leave of absence, and following any change in the law which requires re-training. Failure to do so will result in not being permitted to register or to participate in any clinical educational activities. For more information, contact the Office of the Registrar.

As a student, you are responsible for implementing safeguards and following DMC's procedures to protect patient information. This includes:

- a. Paper information- such as copies of records, report print- outs and hand-written notes;
  - b. Electronic information- such as the hospital's electronic record system, faxes and emails;
  - c. Oral information- such as verbal discussions with patients or other providers.
1. You may only access records on patients for whom you have an authorized purpose for accessing their information, such as for treatment or educational needs. Institutions and individuals are subject to both civil and criminal penalties if patient records are accessed out of curiosity or other unauthorized purposes. It is also important to recognize that every access of electronic records leaves an audit trail identifying the user's activities.
  2. Always log off the system when you are finished working at a computer. Don't simply minimize the screen as someone else can continue to view patient information under your user ID.
  3. When presenting patients for educational purposes whether orally or in written reports/ summaries, make sure to DE-IDENTIFY! Do not include names, initials,



## Orientation to Clerkship: Surgery

MR numbers, birth dates or any other direct identifier. For a list of identifying elements, see the following link:

<http://www.downstate.edu/hipaa/policies/documents/DeIdentification.of.Information.Policy.pdf>

4. There is no need for students to email ANY patient data. Make sure not to include any identifying patient information in your email communications. Never save identifiable patient information to portable drives or devices
5. Don't leave "to-do" lists, sign-out lists, or other patient-related materials lying around. Be compulsive about keeping them with you at all times. (Picture them as credit cards.) When no longer needed, shred them yourself or put them in the black shredding bins available on every floor in the hospital. Disks/ CD's containing patient information may also be placed into these bins. Double check your pockets/ folders before leaving the hospital's premises to ensure you are not taking out any patient information.
6. Do not discuss medical information in front of a patient's visitors unless the patient explicitly gives you consent to do so. If you find visitors with the patient when you enter the room, you should **first** ask the visitor to leave ("I need to discuss personal medical information with Mr. X and I want to protect his privacy. So I am asking you to step out while he and I talk."); then ask the patient in private whether s/he wants the visitor to be present when you discuss his/her private medical information. This is particularly important with sensitive topics like HIV status or substance abuse. If the patient says s/he would like the visitor to be present, then you have consent to invite the visitor back into the room. Document that you asked for and received permission to disclose information to someone other than the patient.  
If the patient is unable to give consent, e.g. a child or non-communicative adult, first find out who the companions or visitors are. For a very young child (<10 years), the mother is almost always entitled to full sharing of the child's medical information. With an adolescent, your safest course is to share information ONLY with the adolescent him/herself. An adult may be accompanied by someone who has not been formally designated as the patient's health care proxy. While you may need to get information about the presenting problem from the companion, you should not disclose health information to that person unless you are sure s/he is entitled to hear it. Any time you are uncertain seek guidance from your supervising physician before disclosing any information.



Orientation to Clerkship: Surgery

7. For more information/ resources, see the DMC HIPAA website: [www.downstate.edu/hipaa](http://www.downstate.edu/hipaa)



## Orientation to Clerkship: Surgery

Your exact hours will be determined by your site attending and resident. Medical student duty hours during clerkships and required rotations are set by the individual departments. These duty hours are never allowed to exceed, and in most cases, do not approach, the duty hour restrictions for first year residents imposed by the Accreditation Council for Graduate Medical Education or by New York State. These outer-limit restrictions are as follows:

- Duty hours must be limited to 80 hours per week, averaged over a four-week period.
- Trainees must be scheduled for a minimum of one day free of duty every week
- Duty periods must not exceed 24 hours in duration.
- Trainees should have eight hours, free of duty between scheduled duty periods.
- Trainees must not be scheduled for more than six consecutive nights of night shifts.

Any violations of the duty hours policy are to be reported to the Clerkship Director or to the Associate Dean for Clinical Medicine, Dr. Elka Jacobson-Dickman, for immediate resolution.

## Site-Specific Readiness



Orientation to Clerkship: Surgery

## **CORE SURGERY CLERKSHIP ROTATION SITES**

- State University of New York - UHB
- Kings County Hospital - KCH
- Brooklyn Veterans Administration Hospital - VA
- Lenox Hill Hospital
- Maimonides Medical Center

## **SUB-SPECIALITY SITES-ROTATIONS**

- SUNY- DOWNSTATE - TRANSPLANT SURGERY
- SUNY- DOWNSTATE - ORTHOPAEDIC SURGERY
- SUNY- DOWNSTATE - UROLOGY
- SUNY- DOWNSTATE - OTOLARYNGOLOGY
- SUNY/KCHC - PEDIATRIC SURGERY
- SUNY DOWNSTATE CARDIOTHORACIC SURGERY
- KCHC TRAUMA SURGERY
- KCHC THORACIC/VASCULAR SURGERY

### **KCH-Xyloc Badge**

Each student is responsible for completing all administrative responsibilities at their particular clinical site or their clerkship grade will be withheld. For KCH, this means the student must also return their Xyloc badge to the KCH IT office and obtain a receipt/form saying they have returned it.

This paper must be returned to your clerkship office in order to have the clerkship grade released to New Innovations and the Registrar's Office. If the student has lost their Xyloc badge then the student must pay the replacement fee and bring that receipt to the clerkship office in order to have their final clerkship grade submitted in New Innovations and to the Registrar's office.

The medical school is responsible for paying KCH the replacement fee for lost student Xyloc badges.



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY Downstate**  
**GENERAL SURGERY**

**CONTACT INFORMATION**

**Address:**

SUNY-DOWNSTATE  
450 Clarkson Avenue  
Brooklyn, New York 11203  
Office: B8-340

**Preceptor:**

Dr. Robert DiRaimo, M.D.  
E-mail: [robert.diraimo@downstate.edu](mailto:robert.diraimo@downstate.edu)

Surgery

Tel: (718) 270-4794

**1<sup>st</sup> Rotation after Orientation**

After orientation report to Nursing Station 81 and find the Chief Resident.

**2<sup>nd</sup> Rotation:**

Students must report at 6:00 a.m. to nursing station 81 and locate the chief resident on the service.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**Kings County Hospital Medical Center**  
**GENERAL SURGERY**

**CONTACT INFORMATION**

**Address:**

Kings County Hospital Medical Center  
451 Clarkson Avenue  
Brooklyn, New York 11203

**Preceptor:**

Dr. Shalini Arora, M.D.  
Email: arorash@nychhc.org

**Secretary:**

Deborah Bristol/ Sheila McMullen  
Tel: (718) 245-4136

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation, please report to Kings County Hospital (B4-101) immediately following your surgery orientation.

**2<sup>nd</sup> Rotation:**

On the second rotation period, students must report at 6:00 am to SICU B-Building at Kings County Hospital. Please find the resident on the service.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**Brooklyn VA Medical Center**  
**GENERAL SURGERY**

**CONTACT INFORMATION**

**Address:**

Brooklyn VA Medical Center  
800 Poly Place  
Brooklyn, New York 11209

**Preceptors:**

Dr. Hueldine Webb, M.D.  
Email: [Hueldine.webeb@va.gov](mailto:Hueldine.webeb@va.gov)

Dr. Vittorio Rotella, M.D.  
Email: [Vittorio.rotella@va.gov](mailto:Vittorio.rotella@va.gov)

**Coordinator:**

Dr. Marty Kaufman  
Tel: (718) 836-6600 ext, 6823

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation please report to Department of Surgery Office, 4<sup>th</sup> floor main building immediately following your surgery orientation.

**2<sup>nd</sup> Rotation:**

Please report to Department of Surgery Conference Room, 4<sup>th</sup> floor main building at 8:00 a.m.

**PLEASE NOTE: You are required to bring TWO forms of ID so you can be processed once you arrive to the BVA. Below are examples of acceptable pieces of ID.**

**\*Passport (Foreign or U.S.) , \*Drivers License, \*State Issued non-drivers ID, \*Social Security Card, \*Alien Registration, \*Permanent Resident Card, \*Federal, State, Local Government ID, \*Birth Certificate, \*Voters Registration.**

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**

Orientation to Clerkship: Surgery





Orientation to Clerkship: Surgery

## **SURGERY CLERKSHIP**

**Lenox Hill Hospital**  
**GENERAL SURGERY**

### **CONTACT INFORMATION**

**Address:**

Lenox Hill Hospital  
100 E. 77th Street (Between Lex and Park)  
New York, New York 10075

**Preceptor:**

Dr. Rebecca Kowalski, M.D.  
Email: [Rkowalski@nshs.edu](mailto:Rkowalski@nshs.edu)  
(212) 434-4483

**Coordinator:**

Leslie Sotomayor  
Tel: (212) 434-2150

**Site Instructions:**

**NOTE: Each Rotation always begins on Tuesday morning at this site.**

**1<sup>st</sup> Rotation after Orientation**

Upon arrival, please report to Ms. Blanche Morales in the GME office located at 122 East 76<sup>th</sup> Street between Lexington and Park, 3<sup>rd</sup> floor (212) 434-2686. She will process you for clearance to receive your ID from security. After you have been cleared, please follow the steps outlined in the e-mail from Leslie Sotomayor. The residents will be expecting you to join the team once you have completed the above processing.

**2<sup>nd</sup> Rotation:**

On the second rotation follow the instructions above from 1<sup>st</sup> Rotation. Reporting time is 8:00am

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**Maimonides Medical Center**  
**GENERAL SURGERY**

**CONTACT INFORMATION**

**Address:**

4802 10<sup>th</sup> Avenue  
Brooklyn, New York 11219

**Preceptor(s):**

Dr. Joel Horovitz, M.D.  
Email: [JHorovitz@Maimonidesmed.org](mailto:JHorovitz@Maimonidesmed.org)

**Student Coordinators:**

Tina Marshall  
Tel: (718) 283-7629  
Email: [Tmarshall@maimonidesmed.org](mailto:Tmarshall@maimonidesmed.org)

Carlos Ballinas

Tel: (718) 283-8694  
Email: [Cballinas@maimonidesmed.org](mailto:Cballinas@maimonidesmed.org)

**Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation, please report to Tina Marshall at the Academic Affairs Office, 1032 47<sup>th</sup> Street, 1st floor immediately following orientation.

**2<sup>nd</sup> Rotation:**

On the second rotation, students must follow the above instructions from 1<sup>st</sup> Rotation. Start time is at 9:30 a.m.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**Kings County Hospital**  
**Trauma Surgery**

**CONTACT INFORMATION**

**Address:**

Kings County Hospital  
451 Clarkson Avenue  
Brooklyn, N.Y. 11203

**Preceptor:**

Dr. Tim Schwartz, M.D.  
Email: [Tim.schwartz@nychhc.org](mailto:Tim.schwartz@nychhc.org)

**Office Manager:**

Patricia Hospedales  
Email: [hospedap@nychhc.org](mailto:hospedap@nychhc.org)  
Tel: (718) 245-4686

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation, please report to Ms. Patricia Hospedales, KCHC 3<sup>rd</sup> Floor, Room C3211 following orientation.

**2<sup>nd</sup> Rotation:**

On the second rotation follow the above instructions and report at 9:00am KCHC 3<sup>rd</sup> Floor, Room C3211.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY DOWNSTATE**  
**Transplant Surgery**

**CONTACT INFORMATION**

**Address:**

SUNY DOWNSTATE  
450 Clarkson Avenue  
Brooklyn, New York 11203  
Office: B8-513

**Preceptor:**

Dr. Suresh

**Secretary:**

Tel: (718) 270-3168-69

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation please report to Nursing Station 82 immediately following your surgery orientation and find the Chief Resident.

**2<sup>nd</sup> Rotation:**

On the second rotation students must follow the instructions above.

**Start time is 6:30 a.m.**

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**Kings County Hospital**  
**Thoracic/Vascular Surgery**

**CONTACT INFORMATION**

**Address:**

Kings County Hospital  
451 Clarkson Avenue  
Brooklyn, New York 11203

**Preceptor(s):**

Dr. Jon Kirwin, M.D.  
Email: [Jon.kirwin@Downstate.edu](mailto:Jon.kirwin@Downstate.edu)

**Contact Person:**

Darrylyn Robinson  
Email: [Darrylyn.robinson@nychhc.org](mailto:Darrylyn.robinson@nychhc.org)  
Tel: (718) 245-4146

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation, please report to KCHC Surgery Office, Room B4-101, immediately following surgery orientation.

**2<sup>nd</sup> Rotation:**

On the second rotation, students must report to the KCHC Surgery Office, Room B4-101 at 8:00am

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY DOWNSTATE**  
**Orthopaedic Surgery**

**CONTACT INFORMATION**

**Address:**

SUNY DOWNSTATE  
450 Clarkson Avenue  
Brooklyn, New York 11203  
Office: B7-308

**Preceptor(s):**

Dr. Carl Paulino, M.D.  
Email: [Carl.paulino@Downstate.edu](mailto:Carl.paulino@Downstate.edu)

**Administrators:**

Peter Chen (718) 270-8995

**Residency Coordinator:**

Yvonne Henry (718)613-8652

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

Immediately following the surgery orientation, please report to the Ortho Conference Room C-3120, 3<sup>rd</sup> Floor, C-Building at Kings County Hospital.

**2<sup>nd</sup> Rotation:**

Report to Ortho Conference Rm C-3120,  
3<sup>rd</sup> floor, C-Building at Kings County Hospital.  
Start time is at 6:30am

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY Downstate**  
**OTOLARYNGOLOGY**

**CONTACT INFORMATION**

**Address:**

Department of Otolaryngology  
450 Clarkson Ave., MSC 126  
Room B7-329 (Nicole Fraser)

**Preceptor:**

Nira Goldstein, M.D. (located at SUNY)  
E-mail: [Nira.goldstein@downstate.edu](mailto:Nira.goldstein@downstate.edu)  
Tel: 718-270-1638

**Coordinator:**

Nicole C. Fraser  
Tel: 718-270-1638

**Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation the resident on call should be contacted. At NYM, the resident can be reached through (718)780-7243 #60552.

At SUNY Downstate, the resident can be reached through paging operator (718)270-2121, and ask for the ENT resident on-call

**2<sup>nd</sup> Rotation:**

The Resident on call should be contacted prior to your first day to discuss your meeting on your first day.

At NYM, the resident can be reached through (718)780-7243 #60552.

At SUNY, the resident can be reached through paging operator (718)270-2121, and ask for the ENT resident on-call

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**

Orientation to Clerkship: Surgery





Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY Downstate**  
**UROLOGY**

**CONTACT INFORMATION**

**Address:**

SUNY Downstate  
450 Clarkson Avenue  
Brooklyn, NY 11203

**Preceptors:**

Dr. Jeffrey Weiss, M.D.

Email: [Jweiss@downstate.edu](mailto:Jweiss@downstate.edu)

Dr. Brian McNeil, M.D.

Email: [Brian.mcneil@downstate.edu](mailto:Brian.mcneil@downstate.edu)

**Secretary/ Coordinator:**

Wynclette Knight Tel: (718) 270-1731-32

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation, please report to Ms. Wynclette Knight, 4<sup>th</sup> floor, BSB Urology Room 4-89 immediately following your surgery orientation.

**2<sup>nd</sup> Rotation:**

On the second rotation, students must report to Ms. Wynclette Knight, 4<sup>th</sup> floor, BSB Urology Room 4-89 at 8:00 am.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY/KCHC**  
**Pediatric Surgery**

**CONTACT INFORMATION**

**Address:**

450 Clarkson Avenue  
Brooklyn, New York 11203

**Preceptor:**

Dr. Francisca Velcek, M.D.

Email: [Fvelcek@downstate.edu](mailto:Fvelcek@downstate.edu)

Email: [mdvelcek@gmail.com](mailto:mdvelcek@gmail.com)

Cell: (917) 558-0764

**Contact:**

Tel: (718) 270-1986

**Instructions:**

**1<sup>st</sup> Rotation after Orientation**

Immediately following surgery orientation, please find Chief Resident on the Pediatric Surgery Service for UHB/KCHC.

**2<sup>nd</sup> Rotation:**

On the second rotation find Chief Resident on service. Start time is at 8:00 am.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**



Orientation to Clerkship: Surgery

**SURGERY CLERKSHIP**  
**SUNY DOWNSTATE**  
**Cardiothoracic Surgery**

**CONTACT INFORMATION**

**Address:**

SUNY DOWNSTATE  
450 Clarkson Avenue, Box #40  
Brooklyn, New York 11203  
Office: B8-312

**Office:**

Tel: (718) 270-1981

**Site Instructions:**

**1<sup>st</sup> Rotation after Orientation**

On the first day of your rotation please report to CT-ICU Immediately following the surgery orientation.

**2<sup>nd</sup> Rotation:**

On the second rotation students must report to CT-ICU: Start time 10:30 a.m.

**BE SURE YOU TRAVEL WITH YOUR HEALTH CLEARANCE FORMS/ ID**