Welcome to Third Year!
Clinical Year Advisors

- Dean of Students (Terracina), and the Associate Dean of Student Affairs (Christoforou)
- Clinical Assistant Deans - January assignment
- Departmental Specialty Advisors
Where to Find Information

- Read Clerkship Information Booklet in your packet.
- Read the Student Handbook
- Names and telephone numbers of clerkship course directors are in the Course Selection Book
Don’t forget HELP

- Transitioning to the clinical years may require new time management skills (clinical responsibilities + studying for shelf or clerkship exams in the evening)

- If you have time management difficulties, or difficulties with the shelf exams, please make regular appointments with the Office of Academic Development - Dr.Sol Magzamen
Don’t forget HELP (continued)

- Academic Development does not have a 24 hour magic pill that corrects all difficulties so you have to invest some time to meet with Dr. Magzamen. After 5 pm hours are available.
- Student Counseling - for personal stress, life or family challenges, reactions to clinical situations or the clinical setting
Clerkships - To Be Successful

- Office of Academic Development

Logistically, it is advisable to submit preferences for sites near SUNY Downstate if you are going to work on an on-going basis with Academic Development or tutors, during your clerkship rotations. If you encounter difficulties with a shelf exam, plan on working with Academic Development.
Grading System

- H = Honors
- HP = High Pass
- P = Pass
- C = Conditional (this is a deficient grade which requires remediation)
- F = Fail (requires remediation)
- I = Incomplete
Deficient Grades

- “Conditional” & “Fail” grades are considered deficient grades and subject to review by the Grades Committee & the Academic Promotions Committee, generally at the end of the academic year (June)

- Deficient grades in 2 or more courses may subject the student to repeating the year or dismissal, depending on your performance in the other clerkships.
Deficient Grades

- The faculty have proposed a new policy that students who have earned two deficient grades in their clerkships will be automatically placed on academic probation, even if it is in the middle of the academic year.

An email will be sent to the class once this proposal has been approved.
Clerkship Rules

- Clerkship Exams: If you receive a “Conditional” grade due to a failure of an oral or written exam, the make up date is usually the end of the academic year (July or August, 2012)

- Under specific conditions, you may be granted permission to remediate one (1) Conditional grade due to an oral or written exam failure, prior to the end of the third year, during a vacation period. Follow the procedures described in the Course Selection Book
Clerkship Rules

- Each clerkship has an orientation on the first day of the clerkship which is mandatory.
- There may be a hospital site orientation on the first or second day as well.

**Excused Absences:**
Requires prior approval from your clerkship course director and/or site director.
Clerkship Rules

- **Vacation Days:**
  Must be discussed with your clerkship course director as you may have clinical responsibilities during this period.

- Vacation periods on the academic calendar do not apply to the clinical years unless stated.
Illness/Personal Emergency

- You are obligated to notify the attending, faculty preceptor or student coordinator of the department as early as possible (and no later than same day).
- Absences due to illness require a note from a physician (not a family member)
Clerkships - Special Needs

- Notify your clerkship course director one month in advance if you have religious considerations.
- If you receive a jury summons - see the Student Handbook for procedures on what to do. Do not ignore a summons.
Clerkship Evaluations & Narratives

- Clerkship narratives may be reviewed in New Innovations, or in your academic file in the Office of the Registrar. Bring your ID to review your file in the Registrar’s Office.

- The clerkship narratives in your academic file are the narratives used in your “Medical Student Performance Evaluation” (formerly known as the “Dean’s Letter”), for residency.
Clerkship Evaluations & Narratives

- Course Evaluations: If you disagree with the clerkship evaluation, you must first meet with your clerkship course director, **within 1 month after the official grade is submitted to New Innovations**. If you are still dissatisfied after meeting with the clerkship director, then you may meet with the department chair. The chair’s determination is final.
Clerkship Evaluations & Narratives

- **Clerkship Evaluations:**
  It is not considered appropriate to approach preceptors, attendings, or residents on an individual basis to review or adjust their comments. All discussions regarding clerkship evaluations must be conducted through the clerkship director or the department chair, within 1 month after the official grade is submitted.
Clerkships - To Be Successful

- Satisfactory performance in clinical work, including the professional conduct component
- Passing the written exam (do not underestimate the importance of this component)
- Passing the oral exam (if applicable)
- Passing any other required activities
Clerkship Difficulties?

- If you encounter a problem at a clinical site which is out of the ordinary, then you should contact your clerkship course director to discuss the problem;
- If you are uncertain if it is an unusual situation, you may contact Dr. Terracina or Dean Christoforou or your clinical assistant dean for some guidance.
Clerkship Difficulties

- Ombudsman Office
  Provides an objective third party to report complaints about unprofessional behavior, abuse or harassment of a verbal, physical or sexual nature
  Reports may be filed confidentially in PRIME and will be reviewed by Dr. Michael Myers in the Dept of Psychiatry.
Clerkship Difficulties

- On your clerkship course evaluation form (your feedback about the clerkship), you will be asked to report any mistreatment you experienced during the clerkship. Report it so we can stop it.

- This past year, more than one student in the third year was accused of plagiarism in papers or case submissions. Review proper citation rules!
Clinical Years - Parking

- For KCH/SUNY clerkship rotations you are eligible for parking.
- Your clerkship sends a list to the parking office.
- You pay your parking fee at the Bursar’s office and take the receipt to the parking office (825 NY Ave)
- Parking at clinical sites - each site will inform you of their policy and procedures
Clinical Years

- HIPAA - must be current to stay in clinical courses.
- Health insurance - must be current to stay in clinical courses. Carry your Health Insurance card with you. Know your birthday and when you “age” off your parents’ insurance.
- Must be cleared for health to remain in clerkships.
- Find pink and yellow laminated cards that instruct you what to do if you get stuck by a needle. Report all occurrences to Student Health, even if you are at an affiliate site.
Clinical Years - Electives

- Clinical Electives and Schedules are listed on-line in the Course Selection Book
- The rules for Extramural (away) electives and “Tailor-Made” Electives, and Liability (malpractice) insurance
- You must meet the prerequisites of the elective you wish to take
Clinical Years Career Decisions

- Read the newsletter and the items in the glass bulletin board for information
- You are required to check your email at least once a **each week**
- Speak to departmental specialty advisors, or attendings
Clinical Years Career Decisions

- Read the “Residency Information Booklet for the Class of 2013” posted as a 17 page PDF file on the website. Go to [www.downstate.edu](http://www.downstate.edu), then select Student Life and Services, then select Student Affairs, then select “Residency Information and Guidance”
Clinical Years Career Decisions

- Read the Ann Taylor and/or Kenneth Iserson career decision books
- Read articles in specialty journals regarding manpower trends
- Do Careers in Medicine
  (on-line at www.aamc.org/careersinmedicine)
What if you’re undecided?

- Try “Careers in Medicine” is an online program (www.aamc.org/careersinmedicine) for choosing a specialty & applying to residency programs
- Undecided students may also make individual appointments with Christoforou or Terracina
- Alumni Shadowing program
- Non credit exposure electives (see Registrar section of the website)

More Resources

- Are described in the Residency Information booklet for your class
- There will be a series of class meetings in Spring, 2012 to explain MS 4 scheduling, away (extramural electives), how to apply for residency, etc. April is residency information month with various events to assist you
Other Important Points

- Medical Student Performance Evaluation (*aka the Dean’s Letter*) - is described in the Residency Information Booklet
- Letters of recommendation for Residency
  - NOT usually from Third Year
  - Can be from your subinternship, department chair + 1 elective preceptor
  - needs to be someone who has worked with you, preferably in the clinical setting
  - Usually 3-4 letters from faculty (not residents)
If you don’t know where to turn

- Contact: Sophie Christoforou or Lorraine Terracina
- Scheduling Issues: Anne Shonbrun
- Registration Issues: Sandra Mingo
- Academic Difficulty: Sophie Christoforou, Sol Magzamen
- Clerkship Issues: Clerkship Director or Christoforou, Terracina
- Personal Support: Christine Saunders-Fields
- Ombudsman: Michael Myers