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Welcome to the Surgery Clerkship! You are in the midst of what is likely to be one of the most formative and educational years of your medical career; your first full-time experience learning the ins and outs of clinical medicine. Surgery remains a key cornerstone of clinical care and an understanding of surgical disease is critical whether or not you ever find yourself picking up a scalpel. I am sure that this rotation is highly anticipated by some and met with feelings of anxiety by others. It is my sincere desire that over the next eight weeks we will be able to provide you with new and useful knowledge about surgical diseases and the role of surgery in patient care within a productive and professional environment. You have left the classroom behind and are now apprenticing doctors. As such, professional patient care is part of your responsibility. Soon you will become the residents with whom you work. I believe your goals this rotation should be to learn about surgical disease, absorb lessons on how to manage clinical responsibilities from your residents and help deliver excellent clinical care to patients whenever the opportunity arises.

Like any other learning experience, what you get out of it depends on what you put in. Much will be expected of you, but the highest expectations should be those levied on yourself. Our commitment, whether from Dr. Kirk, the clinical faculty, the Teaching Scholars or our residents, is to assist you in all available learning opportunities. I want you to learn and grown as doctors this year and take advantage of this experience in surgery. For the majority of you it will be your only chance to peer “behind the curtain” at what surgery involves. All of you will, at points, be responsible for the care of surgical disease, regardless of your ultimate clinical destination. I am personally committed to providing you with a fair, professional and productive learning environment, and one that is hopefully as enjoyable as possible. Please do not hesitate to contact me with questions or concerns as they arise.

Jack Haney

Course Contacts

<table>
<thead>
<tr>
<th>Course Director</th>
<th>Course Coordinator</th>
<th>Senior Teaching Scholar</th>
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<tbody>
<tr>
<td>John Haney, MD, MPH</td>
<td>Ben Latta</td>
<td>Brian Gilmore</td>
</tr>
<tr>
<td>Room 3241 Duke North</td>
<td>Room 3241 Duke North</td>
<td>Cell: (626) 755-8344</td>
</tr>
<tr>
<td>Office: (919) 684-4607</td>
<td>Office: (919) 681-0864</td>
<td><a href="mailto:brian.gilmore@duke.edu">brian.gilmore@duke.edu</a></td>
</tr>
<tr>
<td>Cell: (919) 606-1752</td>
<td>Cell: (919) 801-4819</td>
<td>Cell: (626) 755-8344</td>
</tr>
<tr>
<td>Pager: (919) 970-8601</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:john.haney@duke.edu">john.haney@duke.edu</a></td>
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<tr>
<th>Hospital</th>
<th>Site Director</th>
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<tbody>
<tr>
<td>Duke Raleigh Hospital</td>
<td>Kevin Shah, MD</td>
</tr>
<tr>
<td></td>
<td>Pager: 919-970-3438</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kevin.n.shah@duke.edu">kevin.n.shah@duke.edu</a></td>
</tr>
<tr>
<td>Duke Regional Hospital</td>
<td>Phil Fong, MD</td>
</tr>
<tr>
<td></td>
<td>Pager: 0520</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:philbert02@gmail.com">philbert02@gmail.com</a></td>
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Solving problems on the clerkship
If problems with the clerkship arise and you can’t solve them, we have multiple people who are here to help.

- Your rotation has a Teaching Scholar who is assigned to be your advisor and first line resource beyond your clinical team.
- Dr. Haney is always available to students for questions and concerns- text messages/phone calls and pages are preferred over email.
- Other resources include Brian Gilmore, the Senior Teaching Scholar, or the site director at our off-site clinical locations, your advisory dean and the Clinical Education and Learning Environment (CeLe office).
- If you do not feel comfortable speaking to any of these people and would like to contact the Ombudsperson for medical students with concerns, you may call Dr. Jean Spaulding's office at 668-3326 or email ombudsman@dm.duke.edu

Course Communication
Email is the official method of communicating with students. Please check your Duke email daily.
To reliably reach Dr Haney, emails are welcome, but you are advised to send him a text message or page alerting him to your email.
SPECIFIC GOALS AND REQUIREMENTS OF THE SURGERY CLERKSHIP

The Surgery Clerkship provides a framework for you to develop an understanding of surgery and develop a basic surgical skill set which every physician must have. Critical surgical thinking is crucial for any and all future medical careers that you might choose. Knowledge of surgical principles and timely diagnosis and management of surgical problems is essential for the practice of surgery as well as for the proper care of patients across all of clinical medicine. **It is our goal that through your clinical experiences and didactic sessions you will become familiar with common surgical diseases and their management.**

OBJECTIVES

Expectations:
We expect that a student is timely, prepares for cases, follows 1-3 patients, reads about appropriate topics, works on improving bedside presentations and signout tasks, is able to interact professionally and effectively with all members of the multidisciplinary team, seeks and responds to formative feedback and keeps up to date with administrative responsibilities.

We specifically expect that students will:

1) Participate in the care of patients as part of an assigned surgical team. This includes observing patients in surgery as well as following them after surgery during their inpatient stay and seeing patients in clinic.

2) Prepare for surgery cases prior to the operating room by reviewing the patient history as well as the goals of the surgery being performed and the basics of its conduct. There will be times when you are notified at the last minute about a procedure and are less prepared; this should be kept to an absolute minimum. You should endeavor to understand the patient diagnosis and the goals of any surgical procedure you attend. The more prepared you are, the more you will get out of the case.

3) In addition to your clinical service, you will attend at least one case in each of six core domains in order to expand the breadth of your clinical experience. The core clinical cases are: Breast, Bowel resection, Biliary, Vascular, Hernia and Chest (thoracic or cardiac). Your Teaching Scholar and Clerkship Director will assist in assigning these cases.

4) Take responsibility for the care of your patients, follow them daily, and write progress notes in the EMR. Be responsible for knowing what has happened to your patients including the rationale for all diagnostic tests and their outcomes.

5) Participate in surgery as clinically appropriate (retraction, skin closure, etc) as well as bedside procedures (e.g., phlebotomy, arterial blood gases, placement of IV lines) and, where appropriate, perform these procedures under the supervision of the house staff.

6) See each of your patients on a daily basis before morning rounds, review what has happened since last seen, and formulate a preliminary plan of care and treatment. You will then present these formulations to your ward team during morning work rounds.

7) Prepare for lectures by reading the appropriate material included in the course curriculum and surgical textbook provided (The Surgical Review), or other surgical textbooks of your choosing.

8) Participate in your Attending Small Group sessions.

10) Attend Surgical Grand Rounds and required didactic and simulation sessions.
Course Overview:

Orientation

The Surgery Clerkship begins with three days of Anesthesia, during which time you will learn about core concepts in the preoperative, intraoperative and postoperative care of patients as well as vital aspects of physiology. Following this conclusion, you will have two days (Thursday and Friday) of dedicated orientation to the rotation.

Teaching Scholars

To further improve your learning experience and facilitate navigation through the complexities of the rotation and the clinical experience, the Clerkship has established a program through which one general surgery research fellow is assigned to be the Teaching Scholar for each rotation. The Teaching Scholars are in their second year of research time, having completed two years of clinical general surgery. They will attend all of your educational endeavors and work intimately with Ben Latta and Dr. Haney to help coordinate your experience. Importantly, the Teaching Scholar does NOT evaluate you; think of him or her as a camp counselor, an invaluable resource for both your learning and practical management of administrative issues that arise.

Rotation Structure

The most critical aspect of clinical instruction comes from the personal study of patients. To this end you are assigned to one surgical service for the course of the rotation. Of note, this is a change from years prior, in which students rotated across at least two services through the rotation. This change has been made with significant thought, and our belief is that providing you with more longitudinal experience and familiarity via a single service is of more value than the transience and breadth of multiple rotations. The surgical services are as follows:

- Breast and Endocrine Surgery
- Colorectal Surgery (Gold)
- Hepatobiliary and Surgical Oncology (Blue)
- Trauma and Acute Care Surgery (Red)
- Vascular Surgery (Green)
- Abdominal Transplant Surgery (Purple)
- Pediatric Surgery
- General Thoracic Surgery
- Cardiac Surgery
- Durham VA General and Vascular Surgery
- Duke Regional Hospital
- Duke Raleigh Hospital

On your service you will be expected to participate in the clinical care of patients as a member of that team. You will be assigned to cases by the chief resident on the service and will be expected to prepare for those cases. You will follow patients on the wards after surgery and present on morning rounds. You will be expected to attend a clinic session at least once per week. The precise case assignments and daily schedule are left to the service residents. **It is recommended that you discuss expectations explicitly with your resident at the beginning of your time together on service.** If you have questions or are not sure what you should be doing, please ask a resident on your team or your Teaching Scholar.

Didactic Curriculum
Our didactic curriculum includes the following:

- Lecture series on core general surgery and subspecialty topics. These lectures are given primarily by faculty but at times will be given by Teaching Scholars in the event of conflicts and in order to preserved consistency of the schedule. This series is being integrated into the medical student core curriculum developed by the American College of Surgeons, and as such we endorse and include outlines and modules available on their website (https://www.facs.org/education/program/core-curriculum) and made available to you during the course.

- Skill sessions and modules supported by the ACS curriculum including suturing and knot-tying, central line and foley insertion, ultrasound, basic laparoscopy and physical examination skills

- Resident taught sessions on practical aspects of rounding, surgical tubes and drains, and case-based didactic teaching

- Physical exam sessions with Teaching Scholars

- Review session for Shelf

- General surgery conferences such as Grand Rounds, Kirk Rounds and Chief Conference, as well as other rotation-specific conferences

In order to balance the need for classroom-based learning and the value of full immersion into the delivery of clinical care, we have isolated your curriculum to two non-clinical days. Lectures and other didactic activities will be delivered on Wednesdays and Saturday mornings. This schedule allows for uninterrupted time with your clinical teams the rest of the week. All students regardless of site are expected to attend Wednesday and Saturday sessions at Duke. Wednesday mornings start with Grand Rounds at 7:00 am Lectures and simulation activities are scheduled until the start of Practice Course at 3:00 pm. On Saturday mornings, sessions are scheduled between 8:00 am and 12:00 pm and include lectures and quizzes as well as oral presentation sessions. Wednesday and Saturday are not expected to be clinical days, meaning that the residents and attendings are not expecting students to participate in clinical duties during that time. If students wish to follow-up on their patients and see them in the hospital on Wednesdays or Saturdays that is certainly allowed but it is not encouraged or required. On Saturdays students are expected to round on their patients independently before lectures and send a signout email to their Chief/Teaching Scholar but are not expected to round with the team or perform any clinical duties (see Handoffs). Students are not allowed in the hospital for clinical duties on Sundays so as to comply with the 1 in 7 days off policy.

### Core Cases

In order to balance the single clinical rotation model and provide more breadth of clinical experience, we are going to have all students attend a minimum of one case in each of six core areas. These areas include:

- Breast surgery
- Biliary surgery (e.g., cholecystectomy)
- Hernia surgery
- Vascular surgery
- Bowel surgery
- Chest surgery (general thoracic or cardiac)

When possible, students should seek to fulfill these case requirements within their clinical service. Case logs and the surgical schedule will be reviewed weekly by the Clerkship Director and the Teaching Scholar and they will assist in
assigning off-service cases to achieve this breadth. These core cases will then take precedence over your clinical service.

### Attending Small Groups

In addition to the didactic activities on Wednesdays and Saturdays, we have added an additional small group learning opportunity. Students will be assigned a surgical attending mentor (not on their clinical service) and will meet in a small group setting at least four times during the rotation. The schedule of this meeting will be determined at the start based on your attending’s schedule but will occur during a regular workday. It will take precedence over your clinical service during that time. The goal of the small group sessions is case-based learning. One session will be devoted specifically to preparation for the final oral exam. Participation is required. Of note, students rotating at DRH or DRAH will receive small group teaching by Dr Fong (DRH) and Dr Shah (DRAH) and will not be expected to come back to Duke for that activity.

### Handoffs

Due to changes in duty hours, medicine today more than ever before involves the handover of clinical care responsibilities between providers. At the same time, patient care does not exist in discrete intervals, and the preservation of information and continuity of overall care is essential to preserve outcome. Over half of medical errors occur because of loss of information during handoffs. Further complicating the issue, the busy world of clinical medicine demands that such handovers be done in limited time. The ability to deliver effective but efficient handoffs is thus a critical skill for today’s practitioner. To this end, we have added handoff communication as part of your clerkship experience.

On Saturday mornings, our expectation is that students will round on the patients they are covering prior to lecture. The student will then compose a signout email to their resident and the Teaching Scholar that provides a weekend signout for the patient. *This is to be written as if the resident does not know the patient,* thus practicing the skills of efficient handoffs. The student will be provided feedback on their performance and the participation is included as part of their clinical grade (i.e., this is not a separate graded task). It is our hope that students will come to find this invaluable practice at what is an essential skill. Students who are rotating at Duke Regional Hospital or Duke Raleigh Hospital are NOT to round on Saturdays given the time constraints, but rather should compose these emails at the end of the day on Friday.

### Weekly Feedback

Solicitation of feedback and appropriate, productive response to that feedback is critical for learning. Our expectation is that students solicit feedback from residents and attendings and respond to the resulting feedback in a positive fashion. Furthermore, in order to produce the most appropriate and transparent evaluation, the Surgery Clerkship is piloting a program with the School of Medicine this year.

Today there is significant emphasis on documenting student progress on Entrustable Professional Activities (EPAs) for being a physician, discrete activities such as taking a history, performing a physical, developing a differential diagnosis, performing a handoff, etc. This year we will be requiring students to receive formative (i.e., non-graded) feedback on a discrete EPA twice per week during the rotation.

The feedback will be provided via the online Qualtrics system.
You will receive YOUR OWN, unique QR code, which you should put on the back of your badge, as well as person specific link. Do not share this link with any other student. Once completed, you will be receive a copy of your feedback. At any time, you can also go into Qualtrics to look at your “aggregate” data, over time.

The goal of this program is to provide students with discrete, useful formative feedback in real-time and to separate these EPAs from the overall subjective summative evaluation (see Grading). We will be reviewing completion of the feedback requirement weekly and assisting at the resident level, but student participation and assistance in achieving this goal remains part of the Clerkship requirement.

EPAs we expect you to receive feedback upon, and locations where this may occur:

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<th>Location where you might be able to receive this feedback.</th>
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<td>Clinical service Formative CPX (clinical performance exam)/Standardized Patient</td>
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<tr>
<td>Physical Exam</td>
<td>Clinical service Formative CPX (clinical performance exam)/Standardized Patient</td>
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<tr>
<td>Differential Diagnosis</td>
<td>Clinical service Formative oral exam (midclerkship)</td>
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<td>Recommend and Interpret Labs</td>
<td>Clinical service Formative oral exam (midclerkship)</td>
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<td>Oral Presentation</td>
<td>Clinical Service Formal oral presentation</td>
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<td>Assessment/Asks Clinical Questions  (uses EBM)</td>
<td>Formal oral presentation</td>
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<td>Documentation</td>
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<td>Handoff</td>
<td>Weekly on clinical team</td>
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<td>Informed Consent</td>
<td>Three of the required surgical cases</td>
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<td>Interprofessional Teams/Teamwork</td>
<td>Clinical service Staff in OR for Required surgical cases</td>
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<tr>
<td>Professionalism</td>
<td>Clinical service Attendance at Lectures</td>
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**Trauma Call**

The Emergency/Trauma Call Assignment provides an opportunity for you to become familiar with the evaluation and treatment of acute surgical problems. These experiences allow you to participate in the assessment, diagnosis, resuscitation, and frequently the definitive surgical treatment of patients with acute surgical problems. Opportunities for supervised debridement and suturing of wounds and supervised ‘hands-on’ participation in other surgical procedures is an important part of this experience, and your participation is expected. The Consult Senior Surgical Resident (970-2222) and the In-House Chief will guide you and will review practical aspects of Emergency Surgical Care problems with you during your call time. In order to optimize the efficiency of the experience, call has been limited to Friday and Saturday nights commencing at 6:00 p.m. and ending at midnight. Every student will be assigned one call night on the rotation, with two students on call per shift. In the event that there are Fridays and Saturdays in the rotation without assigned students, students may volunteer for additional call shifts based on interest and availability. Per the call schedule, students will sign out one of the Medical Student Trauma pagers for the evening. The student should also contact the x2222 resident at the beginning of the shift.

**Surgical Conferences**

General Surgery Grand Rounds begins at 7:00 a.m. in Duke North, Room 2002, every Wednesday. Surgical Grand Rounds topics are of broad interest to the surgical faculty, residents and students and are usually presented by a
recognized authority in the field. Frequently, nationally and internationally recognized authorities will present Surgical Grand Rounds on topics pertaining to their area of expertise. Attendance is mandatory for students. “Kirk Rounds”, led by Department Chairman Dr. Kirk, occur at 4:30pm on Thursdays, location varying (service residents will know). General surgery “Chief Conference”, an academic conference with resident presentations, occurs at 4:30pm on Fridays in HAFS conference room 7683A. Students are excused from clinical duties whenever possible to attend these high value activities (at the discretion of their service resident). Additional conferences within the department of surgery are to be attended on a rotation-specific basis.

Off-site Details for DRH and DRaH

-All students are expected to attend Grand Rounds and didactic sessions on Wednesdays and Saturdays at Duke

-Students at DRH and DRaH will be expected to achieve all six core cases at their hospitals. Dr Fong (DRH) and Dr Shah (DRaH) will assist in assignments if questions arise)

-Students at DRH and DRaH will receive small group attending sessions from Dr Fong (DRH) and Dr Shah (DRaH) and will not come back to Duke for these sessions

-Students at DRH and DRaH will take trauma call at Duke

Blue Recs

Each student is required to maintain and electronically submit a log of cases and duty hours using BlueRecs.

• Include patients you see in the OR and follow on the ward, as well as patients you may see in clinic or in consultation. One entry per patient is sufficient. **Do not include patient-specific identifiers.**
• BlueRecs cases should be logged with a goal of capturing the breadth of your experience, especially with regard to the course objectives listed above.
• You are required to maintain duty hour logs in Bluerecs as well.
• Log them as you go – do not wait until the end of the rotation.
• Completing patient, procedure, and duty hour logs in a timely fashion is an expectation of this clerkship, and it will be during your residency as well. Failure to complete them by the specified deadline is considered unprofessional behavior and will result in loss of points (see Grading). Failure to complete these logs by the end of the rotation will result in an automatic grade of **Incomplete** for the clerkship. This grade will later be replaced by your earned grade once you have completed the logs, but the Incomplete will permanently remain on your transcript. Additionally, the statement: “This student failed rotation professionalism expectations by not submitting required patient and/or duty hour logs by the specified deadline,” will be included in your clerkship narrative comments used by your Advisory Dean in the MSPE and for the Departmental Letters of Support that are required for residency applications.

These logs serve as tools for students and their supervisors to ensure an appropriate breadth of clinical exposure and are part of the accreditation process by the Liaison Committee on Medical Education (LCME); they are also required for monitoring of student experience overall by the Clerkship Director and Medical School Curriculum Committee.

Logs will be reviewed at midclerkship review and if a student is not seeing or logging enough cases, the clerkship director and student will develop a plan for how to increase exposure to clinical cases.
History & Physical Exam

Students in the SOM are required to be observed performing an appropriate portion of a history and physical examination in every clerkship. Ideally this will occur in the context of your participation on the clinical service.

The Surgery Clerkship has added two standardized patient encounters, which will be scheduled during the middle of the rotation, to ensure that every student is observed performing a history and physical. Following the standardized patient encounter you will receive feedback on your performance, from both the clerkship director as well as one of your CSF or CSC faculty members. Participation is mandatory.

Mid-Clerkship Review

At the midpoint of the Clerkship you will be scheduled to meet with the Clerkship Director to discuss your progress and areas to focus on for the remainder of the term.
You will also fill out a self-evaluation prior to the meeting. Participation is mandatory.
You will bring your patient log and any feedback you have received for discussion with Dr. Haney.

Operating Room Environment

Care of your patient requires that you attend in the operating room as an observer and potential participant. This is a privilege that is offered with the understanding that you will have seen and evaluated your patients preoperatively, have a familiarity with the appropriate surgical anatomy, and have acquired an understanding of the basic principles involved in the anticipated surgical procedure. You may also be posted on additional cases in the operating room by the Administrative Chief Resident as a learning opportunity to enhance your exposure to a broad array of surgical cases. Attempts will be made to assign elective cases in the afternoon for the following day’s surgeries. Thus, you will have ample time to prepare for your next day’s cases the evening before your patient’s surgery. Every attempt should be made to ensure you observe all surgical procedures performed on your patients.

The operating room is a relatively unique environment, one in which some of the most dramatic events in medical care occur. It is also a place where things may go wrong most acutely. As such it is a highly coordinated environment that requires that the entire team know it roles. The participants in this environment, whether surgeon, anesthesiologist, circulating nurse or scrub tech are all highly trained and skilled at their jobs. The most effective students recognize that, while you are there to learn, you are also a visitor to this environment, and you can most effectively mesh with the team by acknowledging your status as visitor. This means introducing yourself to the OR staff, being respectful and mindful of their expertise regardless of role, and taking advantage of learning opportunities wherever they arise. Often, one can learn as much from the OR nurses and techs as one can from the attendings. Professional and respectful interactions with all members of the multidisciplinary team are expected, both in the way you are treated and the way you treat others.

Professionalism

The practice of medicine requires a commitment to putting the well being of patients above oneself. This degree of professional dedication is a large part of what elevates the physician to the social standing he or she enjoys. As such, we extend this expectation of professionalism to you, the student. There are also many seemingly mundane components of our professional lives that are nonetheless required. These will continue through residency and attending life, whether logging duty hours, keeping track of operative cases or filling out insurance paperwork. Similar requirements during your rotation include: timely upkeep of your patient logs, logging duty hours, showing up to call or the OR, and attending lectures and other didactic sessions. We reserve 5% of your final grade to reflect
your performance on both these administrative tasks and as a means of rewarding professional behavior towards
colleagues and patients.

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**Duty Hours**

Medical students are subject to the duty hours policy of the School of Medicine. This includes limits of 80 hours of
clinical duties per week and one 24hr period off per week. The Surgery clerkship has been constructed in a fashion to
provide learning opportunities consistent with these duty hour goals. Students are also required by the School of
Medicine to keep an accurate log of their hours. Any concerns regarding hours should be voiced to the service
residents, the Teaching Scholar and/or to the Clerkship Director. Concerns or potential violations are more
easily fixed prospectively, so timely record keeping and anticipation is optimal. As a result of these restrictions and
the schedule, students are not allowed in the hospital for clinical duties on Sunday. For more information:
https://medschool.duke.edu/files/field/.../duty_hours_policy.docx.

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**Dress Code**

Professional attire should be worn during the rotation. Attire for Wednesday and Saturday (when you are rounding
on your patients) should remain professional. Scrubs may be worn onto the clinical wards between cases as long as
they are covered. **OR scrubs are NOT to be worn outside the hospital**, whether entering in the morning or leaving
at night. On trauma call, scrubs may be worn within the hospital independent of the operative theater given the
nature of the activities.

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**Needle Sticks/Blood and Body Fluid Exposures**

The operating room is a busy place with numerous sharps; it is the location of the bulk of blood or body fluid
exposures in the Health System. Fortunately, the vast majority of these exposures occur with suture needles and
carry low risk. Should you suffer a needle stick or blood exposure while on this, or any other rotation in the entire
Duke Health System, you should alert Employee Health. In the operating room this is as simple as notifying the
circulating nurse. On the wards, it involves paging 115 (The Duke Emergency Page System) and state that the page
is for blood exposure and state whether the exposure is via needle stick or another vector. The pertinent data will be
collected and an immediate referral to Employee/Occupational Health prompted. There is no cost to you if this
protocol is followed. **Reporting needle sticks is mandatory, and SHOULD NOT be perceived in any way as a
reflection on the student, nor is it an imposition on the OR staff.** It is also an important, time-sensitive measure to
reduce your health risk from potential exposures and mitigate any future consequences. The most effective means of
avoiding exposures are to wear two pairs of gloves, appropriate eye wear, and maintain focus on where your hands
and body are at all times near the operative field.

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**Protected Time for Study and Self-Care**

In addition to your scheduled days off, the School of Medicine has asked clerkship directors to schedule protected
time during the week that students can use for personal appointments, meeting with third year research mentors, self-care, etc.
The Surgery Clerkship will ensure the following times as “protected time off”. Please note that while there are discrepancies between rotations, these primarily arise from other official breaks granted by the school of medicine (Winter break, Spring break, etc). We also end clinical service and provide students with two days prior to the Shelf for study (we also administer the oral examinations at this time). Additional time off requests may certainly be considered on an individual basis, but these times are available in advance so that students may plan their lives accordingly.

Rotation 1: Aug 20-Oct 10th
- Wed Sept 12th, 1-3pm
- Wed Sept 26th, 1-3pm
- Monday October 8th, no clinical duties, oral exams scheduled sometime between 8am-2pm
- Tuesday October 9th no clinical duties

Rotation 2: Oct 15th-Dec 7th
- Wed Oct 24th, 1-3pm
- Wed Nov 14th, 1-3pm
- Wed Nov 21 Thanksgiving break begins 12pm
- Wed Dec 5th, no clinical duties, oral exams scheduled sometime between 8am-2pm
- Thursday Dec 6th no clinical duties

Rotation 3: Jan 2-Feb 20
Wed Jan 9th, 1-3pm
Wed Jan 23rd, 1-3pm
Wed Feb 13th, 1-3pm
Mon Feb 18th, no clinical duties, oral exams scheduled sometime between 8am-2pm
Tues Feb 19th no clinical duties

Rotation 4: Feb 25th-April 17th
Wed March 13th, 1-3pm
Wed March 27th, 1-3pm
Wed April 10th, 1-3pm
Monday April 15th, no clinical duties, oral exams scheduled sometime between 8am-2pm
Tues April 16th no clinical duties

Rotation 5: April 29th-June 19th
Wed May 8th, 1-3pm
Wed May 22nd, 1-3pm
Wed June 12th, 1-3pm
Monday June 17th, no clinical duties, oral exams scheduled sometime between 8am-2pm
Tues June 18th no clinical duties

Rotation 6: June 24th-Aug 14th
Wed July 10th, 1-3pm
Wed July 24th, 1-3pm
Monday August 12th, no clinical duties, oral exams scheduled sometime between 8am-2pm
Tuesday August 13th no clinical duties
Assessment & Grades:

Grading Breakdown

In the Surgery Clerkship, there are multiple components to the final grade. We have done this in an attempt to capture the breadth of skills and efforts put forth by students rather than focus on one area. The grading components are as follows:

- SPE (2-3) 40%
- Final Oral Examination 15%
- Shelf Examination 15%
- Oral Case Presentation 10%
- Quizzes (4) 10%
- Attending Small group participation 5%
- Professionalism 5%

Final grades are awarded according to the standard Duke University School of Medicine scale: Honors, High Pass, Pass or Fail. There is no curve for the overall grade; all students on every rotation are eligible for Honors. The criteria for grades are as follows:

Grade Calculation and Component Details

Grade Scale (on a 100-point scale)

<table>
<thead>
<tr>
<th>Overall Grade Assignment</th>
<th>Final Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td>≥ 90</td>
</tr>
<tr>
<td>High Pass</td>
<td>80-89</td>
</tr>
<tr>
<td>Pass</td>
<td>60-79</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt; 60</td>
</tr>
</tbody>
</table>

SPE (Subjective Performance Evaluation): 40% of Final Grade

The largest component of your grade will be a subjective determination of your performance. Many rotations call this a “clinical evaluation”. We are attempting to improve transparency by calling the evaluation what it is, a subjective evaluation of performance. At this level of medical education, we are not really judging your clinical abilities per se. We are certainly not judging your ability to perform surgery, and we have other metrics that measure your objective knowledge base (Shelf, quizzes) or clinical reasoning (oral exam). The SPE then really represents an assessment of your effort and investment in the clinical team and the care of your patients, your professionalism and your ability to work with a team and take care of patients. The SPE will be graded on the Honors/High Pass/Pass/Fail scale based on the following guidelines:

Fail:
Student has difficulty with punctuality, is regularly unprepared for cases and is unresponsive to multiple attempts at formative feedback. The student consistently demonstrates unprofessional behavior.

Pass:
The student is frequently inadequately prepared for cases, struggles to apply acquired knowledge to clinical cases, at times struggles with professional interactions with team members or staff.

High Pass:
The student is routinely prepared for cases, accepts formative feedback and shows some progress over the rotation. The student is able to participate enthusiastically in the clinical care of his/her patients and keeps up with administrative assignments.

Honors:
The student exceeds expectations for case preparation and knowledge base, actively seeks out opportunities to improve the care of his/her patients and takes an active role in improving the clinical workflow of the team. The student seeks out and responds to formative feedback and interactions with team members are consistently done in a mature and professional fashion.

You will receive at least two different SPEs. The first will be from the chief resident on the service. In the likely event that residents rotate between services while you are on the rotation, it will be submitted by the resident that spent the longest time on the service. (In the event of questions, such as extended resident absences, etc, please discuss with the Clerkship Director and Teaching Scholar). The second evaluation must be by an attending of your choosing on your service. Recognizing the subjective nature of personal interactions, we allow students to elect to have a third evaluation filled out by a physician of their choosing and may do so by notifying his/her Teaching Scholar and Ben Latta. This may be a resident or fellow or attending with whom they have worked with closely (note: the decision to include a third evaluation will occur without knowing the content of that evaluation). In the event of a third evaluation, all three evaluations will be counted equally. This third evaluation is entirely optional. Each of the two (2) rotations will comprise 20% for a total of 40% of your final grade. If a third evaluation is chosen, each evaluation will count 13.3%.

**Final Oral Examination: 15% of Final Grade**
The final oral examination is designed to evaluate your clinical reasoning and assess what you have learned on the rotation. All evaluations will be administered by the Clerkship Director to eliminate inter-examiner variability. You will be given two case scenarios of up to 10 minutes each. You will be expected to talk through taking an appropriate and focused history, perform a focused physical examination, formulate a differential diagnosis, order additional workup including laboratory tests and imaging studies as appropriate, and formulate a treatment plan. There are no esoteric scenarios or tricks; all scenarios are standard, common surgical problems that you have been well versed in via the didactic curriculum. Grading will be on a the Honors/High Pass/Pass/Fail scale based on the following guidelines:

**Fail:**
The student is unable to progress through either scenario or makes critical errors in both and shows no reliable clinical thought process.

**Pass:**
The student demonstrates significant mistakes or inefficiencies in differential diagnosis, ordering of ancillary tests, diagnosis or management in both scenarios but is able to demonstrate a clinical thought process.

**High Pass:**
The student is able to move through both scenarios with some mistakes or inefficiencies in differential diagnosis, ordering of ancillary tests, diagnosis or management.

**Honors:**
The student is able to successfully work through both scenarios without significant mistake and with an appropriate demonstration of clinical reasoning including differential diagnosis, appropriate testing and appropriate efficiency.

**Shelf examination : 15% of Final Grade**
Students end the rotation by taking the NBME surgery Shelf examination. The Shelf exam is difficult and broad-reaching. There are many ways the Surgery Shelf examination can be described (an emergency medicine exam, an acute care medicine exam, etc), but it is NOT an intraoperative surgery examination.

Fifty percent of questions focus on establishing diagnosis, 25% on understanding mechanisms of disease and 25% on applying principles of management. Students are encouraged to review the NBME practice tests available on the NBME website to familiarize themselves with the type of clinical questions asked, and the quizzes are modeled after Shelf-type questions.

The Shelf counts for 15% of the final grade, and there is no minimum passing score. Note that this weight is reduced from prior years in response to student feedback. As with many aspects of medicine, the Shelf raw scores improve over the course of the year as students acquire knowledge across disciplines. In order to protect students early in the year and avoid grade inflation over time, we use the national percentile to normalize the scores for time of year. This means that there are some relatively sharp cutoffs where a few questions can produce a more significant change in percentile (and thus grade points), but it provides equal footing and fairness across the academic year. Note that the grading schema is such that the effective cutoff for Honors is the 30th Percentile nationally, which would produce an Honors grade if all other available points are obtained (i.e., you had Honors level performance on the SPE, quizzes and final oral exam).

The NBME describes the following contact on the shelf exam. You can also learn about updates by looking at the following link: https://www.nbme.org/Schools/Subject-Exams/Subjects/clinicalsci_surg.html
Oral Case presentation: 10% of Final Grade
Students will be required to present a case during the rotation. The oral presentation will be limited to 10 minutes and may include slides (powerpoint is typical). It will consist of a brief case presentation that is used as a lead-in to a discussion of the disease, its pathophysiology and the surgical management of the problem including indications and contraindications and outcomes. The presentation will be graded on logic and efficiency of presentation.

Quizzes: 10% of Final Grade
There will be four (4) quizzes per term given on Wednesdays/Saturdays. The quizzes are given on topics covered in the lecture series (but the questions are not necessarily verbatim from the lecture material). The questions are modeled on the NBME Shelf and emphasize similar types of clinical reasoning. Topics will include:

- Breast Cancer
- Benign biliary
- Endocrine
- Colorectal
- Pancreas
- GI bleeding
Bowel obstruction
GERD
AAA
Hernia
Trauma

The quizzes are the only aspect of the grade that are curved within the rotation. This is done to preserve fairness across the year, as students naturally become more knowledgeable and scores improve as the year progresses. The quizzes are curved by thirds, with the top third receiving 10, middle third 9 and the bottom third receiving 8 points. The curving is cumulative and is performed at the end, thus all quiz questions count the same.

**Attending Small Group Participation: 5% of Final Grade**
Small group learning only works if the group participates, thus attendance and active participation in the process is a requirement. Failure to do so may result in loss of points.

**Professionalism: 5% of Final Grade**
The practice of medicine requires a commitment to putting the well being of patients above oneself. This degree of professional dedication is a large part of what elevates the physician to the social standing he or she enjoys. As such, we extend this expectation of professionalism to you, the student. There are also many seemingly mundane components of our professional lives that are nonetheless required. These will continue through residency and attending life, whether logging duty hours, keeping track of operative cases or filling out insurance paperwork. Similar requirements during your rotation include: timely upkeep of your patient logs, logging duty hours, showing up to call or the OR, and attending lectures and other didactic sessions.

We reserve 5% of your final grade to reflect your performance on both these administrative tasks and as a means of rewarding professional behavior towards colleagues and patients.

Completion of the EPAs (at least two per week) is considered part of your personal and professional development and will impact your professionalism grade. You are encouraged to try to receive more formative feedback than required

**You may not retake or remediate any examination in hopes of improving your grade.**

**No Extra credit is available.**

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**Grade Appeals**

Students may appeal their grade pursuant to the policies outlined by the School of Medicine. The first step in a grade appeal requires a meeting with the Clerkship Director. In the event of a grade appeal, PLEASE express your desire to meet to discuss your grade to me (Dr. Haney), your Teaching Scholar and Ben Latta. This ensures that a meeting gets on my schedule in a timely fashion (emails to me alone run the risk of going unnoticed and delay the process). If a mutually agreed upon outcome cannot be achieved, the student may then file an appeal with the Dean’s Office and the grade may become the subject of a hearing.

If you have concerns about any supervising faculty or residents, you should report these concerns prior to receiving your grade.
**Evaluations of Residents and Attendings**
You will receive a request through MedHub to complete evaluations of faculty and residents with whom you work. We greatly value your feedback and make clinical assignment decisions partly based on the feedback we receive. Please complete these evaluations and help us ensure a positive learning environment on Surgery.

**Absences**
Any anticipated absence must be requested by submitting the official form on the SOM website and by notifying the Clerkship Director and Teaching Scholar. Missed required work such as quizzes must be made up.

If you have to be absent from scheduled duties for urgent or unanticipated reasons, inform your team (resident/attending) as well as the course director and teaching scholar. Failure to do so is unprofessional and may result in a failing grade for the course.

If illness causes your absence, in order to protect our patients and colleagues and ensure that you are healthy enough to return to work, you must bring a provider’s note to Mr Latta before you may return to patient care responsibilities. Make up of missed days may be required. Link for Duke Student Health - [https://studentaffairs.duke.edu/studenthealth](https://studentaffairs.duke.edu/studenthealth)

**Inclement Weather Policy**
When there is inclement weather, you are considered non-essential personnel and should follow the SOM severe weather policy – call 684-INFO or visit [www.duke.edu](http://www.duke.edu). Students and faculty can also call the Registrar's Office at 684-2304 or the Office of Curricular Affairs at 684-5967 where this decision will be echoed. We do not want you risking life or limb. More details below in the School Policies.

**Holidays**
When an official holiday occurs during your rotation that is observed by the Medical School, we will comply with the School of Medicine calendar and you will have that day off.
Tips & Tricks:

Strategies for Successful Learning
- Regard each patient as someone who can teach you something important
- Actively seek feedback on your oral presentations and notes.
- Make a habit of systematic textbook reading about the clinical problems and treatment pertinent to every patient you encounter. We provide you with The Surgical Review but there are many other readable textbooks DO NOT rely solely on bullet-point review material such as Pestana. Once you have mastered the core knowledge at this level, it is appropriate to pursue additional information at the level of recent review articles and new research.
- Pay some attention to the ways in which clinical medicine is conducted by the intern and residents, specifically the way they keep track of information. You will soon be that intern, so you want to develop your own style of reliability.
- Practice encapsulating patients for presentation or handoff. Practice, practice, practice. Your ability to efficiently communicate about patients will be a major determinant of your future success.

Other tips to shine on the rotation
- Be an active rather than a passive learner. This is YOUR dime and YOUR opportunity to participate in surgery for a limited time. Take advantage. If the residents haven’t assigned you cases, fine one to go to. Talk to your intern, talk to the teaching scholar. Don’t wait for someone to tell you what to do.
- Communicate effectively with your team regarding your whereabouts.
- It is your responsibility to be on top of all information and developments related to the patients you are following.
- Always seek out opportunities to improve a patient’s experience. Professional care is a job for everyone.
- Surgical Rounding:
  - The goal of surgical rounding is primarily to identify when patients have deviated from the normal course, thus it is a focused approach (the real work was already done in the OR)
    - Stick to a framework that you can follow for every patient so that you don’t leave anything out, but still keep it concise
    - Each team/resident will have different preferences, so be sure to just ask your resident how they like presentations structured. For most, it will be a one-liner of patient’s name, age, relevant PMH, what surgery they had, and what post-op day it currently is. Then a brief subjective of what happened overnight and important history elements from the morning. Then objective data on vitals, brief physical exam, ins and outs, and any relevant labs. Then can usually go right into the plan for the day.
  - Use a focused physical exam, particular when rounding on post-op. Vitals, heart, lungs, abdomen, surgical site, and anything else particular to the surgery performed. LOOK at all wounds. Check outputs on all drains. Keep it relevant. If you forgot to look at it, admit that to the team, do not make things up
  - Take a stab at management decisions, don’t just regurgitate information. The way you learn is by first getting it wrong.
- In the OR:
  - Upon entering the OR, introduce yourself to everyone in the room (anesthesia, nurses, resident, attending, etc.).
  - Humility and gratitude to every member of the team go far. Introduce yourself to the nursing staff, and do not be afraid to ask questions. Offer to help set up and take down. Always help bring the patient to PACU. Usually can just scrub in with the resident, but do not be afraid to do so on your own.
- In Clinic:
  - Most clinics will have several patients booked at the same time in different rooms. Be proactive and offer to see some patients on your own and then present to your resident or attending. Offer to write notes if it would be helpful
  - NPs and PAs will be your friends!! They are great resources!
Below are School of Medicine Policies. In most cases, these are abbreviated versions. For a more comprehensive description of each policy, please refer to https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources, see Bulletin of Duke University School of Medicine 2018-2019.

Mistreatment:
Policy on Appropriate Treatment of Learners at Duke University School of Medicine
Duke University School of Medicine (SOM) is committed to creating and maintaining a positive learning environment for learners that is respectful and appropriately attentive to their learning needs and free from conduct by teachers that could be interpreted by learners as mistreatment. Behavior that violates this stated expectation will be investigated, and if found to represent mistreatment, may become the subject of disciplinary action by the SOM.

Policy Rationale
The SOM adopted in 2002 the “Compact Between Teachers and Learners of Medicine” as articulated by the AAMC and this additional policy is designed to clarify and expand on the goals articulated there. Both documents are based on the premise that students learn how to be professionals by observing and imitating their role models, and that therefore the teachers of a medical school have an obligation to convey professional values by demonstrating appropriate standards of behavior.

This policy is not intended to abridge the academic freedom of teachers, and will be applied in a manner that protects those freedoms. It is consistent with the “Statement on Faculty Professionalism” of the School of Medicine, the “Duke Medicine Code of Conduct: Integrity in Action,” and the “Harassment and Discrimination Policy” of Duke University. Under the “Policy on Appropriate Treatment of Learners at Duke University School of Medicine,” students could be considered teachers or learners, depending on the role they play in any specific situation.

Policy Standards
Conduct that is expected of those in a teaching role includes:

- Taking responsibility for learners assigned to one’s course or service, and ensuring a safe, fair, supportive, unbiased learning environment that respects learners’ physical and social boundaries and encourages their development as medical professionals
- Declining to evaluate the performance or vote on the promotion of any student for whom one has provided clinical care, including psychiatric care or psychological counseling.
- Clearly communicating expectations, and applying consistent evaluation and grading methods which are communicated in advance of learner performance
- Assigning tasks to learners based on their knowledge, skills and experience
- Providing supervision and appropriate remediation when learners are not adequately prepared
- Providing feedback to learners in a timely, constructive, personalized and explicit manner
- Abiding by the Duty Hours Policy and other policies of the SOM
- Adhering to Duke University’s policies on Harassment and Consensual Relationships

Examples of conduct that is considered inappropriate in a teaching role include, but are not limited to:

1. Threatening or intimidating behavior or words (e.g. verbal threat of intent to harm, making a gesture as if to strike, screaming or yelling at a learner, standing over a learner or getting “in your face”)
2. Using obscenities, profanity, or racially/culturally-derived/gender-based terms or names directed at a learner, OR using such verbal expressions so as to create a negative environment even if not directed at the learner. (e.g. cursing at a learner or other members of the team, using a gender- or racially-charged epithet to refer to a learner)
3. Using threatening or obscene gestures, cartoons, or jokes in the presence of a learner
4. Degrading a person or group on the basis of a personal or cultural characteristic (e.g. “people like you are all stupid,” “your people all expect me to read your minds,” “I can’t believe you want to go into specialty X and become a drone”)
5. Ignoring learners assigned to you or failing to complete assigned learner evaluations
6. Requiring learners to perform personal services at any time (e.g. get me coffee, pick up my laundry, pet-sit this weekend, pick up something I forgot in my office, listen to my personal problems)

7. Inviting learners who are being currently supervised, evaluated, or graded to romantic or sexual relationships; sexual assault, or sexual or gender-based discrimination or harassment though words, gestures, and behaviors (e.g. inviting on a date, commenting repeatedly on attractiveness or clothing, making sexually suggestive comments or gestures)

8. Taunting, mocking, or humiliating a learner through acts and words (e.g. mimicking something the student got wrong, giving highly pejorative feedback in the presence of others)

9. Using aggressive questioning to the point of badgering or humiliation in the guise of the “Socratic method” (e.g. after questioning the student to the limits of his/her knowledge, persisting in asking the same question the student can’t answer or more difficult questions for the purpose of humiliation)

10. Endangering the safety of a learner (e.g. inflicting physical harm, requiring the learner to go somewhere unsafe or to be exposed to dangerous objects or substances without education and proper protection, asking learners to perform tasks they are not trained to do, telling a learner not to report an occupational exposure)

11. Endangering the learner’s professional development (e.g. telling learners to ignore institutional or school policy, inviting learners to do something unethical or illegal)

12. Grading based on factors other than performance on previously announced grading criteria; creating disadvantage in learning opportunities, teaching, feedback or grading based on personal characteristics of the learner (e.g. giving a better grade because someone is going into your field or you like him/her best)

13. Acting in retribution against any learner who reports perceived inappropriate treatment (e.g. telling others that a learner is a “snitch” or to “watch out for that one,” giving the learner a grade less than s/he deserves, calling a residency program to “warn” them about a learner.

How to report mistreatment:
Students are encouraged to report mistreatment that occurs in their courses and in their clinical education. There are multiple ways to report mistreatment, including:

- AERS-Adverse Events Reporting System (anonymous)
- End of course/End of clerkship evaluation (anonymous)
- Sharing a concern, on the CeLe website (add link for our Share a concern)
- Office of Clinical Education and Learning Environment (CeLe)
- Course Director/Clerkship Director
- Advisory Dean via email Dr. Caroline Haynes
- Ombudsman via email Dr. Jean Spaulding
- Assistant Dean for Learning Environment via email Dr. Nancy Knudsen

Student Ombudsperson:
Students who are not comfortable approaching existing resources (course directors, advisory deans, practice faculty, and the Office of Institutional Equity) when they feel mistreated or have a conflict with another member of the School of Medicine community, may contact the Student Ombudsmen. The Student Ombudsmen provides a confidential and anonymous resource to help students decide how they want to handle such circumstances and what their options are, and to provide mediation if desired.

The other resources remain available should students wish to use them or wish to report their concern to the administration or have them documented. To contact the Ombudsperson for medical students with a concern you would like to discuss, simply email ombuds@mc.duke.edu or call Dr. Spaulding’s office at (919) 668-3326.

Time Away Request for Second-Year Courses Policy:
Medical students should consider their clinical year with an approach that reflects professional behavior and acknowledgement of the accountability and dedication required by physicians and patient care teams.

Balancing the necessary dedication to professional responsibilities as a member of a health care team with the need for self-care and planning for personal and professional obligations is a critical component of the learning process during the clerkship year. This behavior applies to patient care and academic activities.
Illness
- Notification of illness: If the student is not able to attend to their duties due to illness it is the student’s responsibility to notify the appropriate course personnel as soon as possible.
- Notification must be provided in a timely fashion to allow the clinical team to adjust to the absence of a team member.
- Recurring appointments: Students with recurring appointments should use the request for time away protocol. It is not necessary to reveal the specific medical reason for the request.

Tardiness
- Arrive on time for all clinical and academic sessions
- Notify the appropriate course personnel if there is a problem that will result in tardy arrival.

Requests for Time Away
We recognize that professional and personal obligations may arise for which students would appreciate time away from the service. Any absence must be approved by the course director. The policies and consequences of missed time vary from course to course. There may be minimum attendance requirements to successfully complete the course as determined by individual course policy.
It is the student’s responsibility to request time away well in advance of the clerkship to allow for optimal scheduling. The course director will be responsible for all decisions regarding approval or denial of the time away request. The course director will determine the necessity of make-up work for any requested absence.
Protocol for time away requests:
- Requests for proposed time away must be submitted to the course director at least eight weeks, if possible, prior to the scheduled clinical or academic event.
- Last-minute requests will not be granted in nonemergent situations.
- Absence from required orientation activities cannot be “made-up,” therefore, check your calendar well in advance and avoid scheduling activities during the orientation and pre-clerkship activities.
- Request forms are available at The School of Medicine registrar’s website, registrar.mc.duke.edu and BlueDocs
- If time away is required that exceeds minimal attendance guidelines for the course, the student must discuss with the course director and their advisory dean options for making up missed time, dropping the course or taking a leave of absence.

Code of Professional Conduct of the SOM:

Preamble
The Duke University School of Medicine strives to educate health professional students who have a high capacity for ethical professional behavior. Since training in professional behavior is a part of training in the health professions enrolled students commit themselves to comply with all regulations regarding conduct established by Duke University (the Community Standard and the Bulletin of Information and Regulations of Duke University), the School of Medicine and the individual’s own academic program, as well as the Social Media Policy of the Duke University Health System (link). Professionalism is an academic issue and failure to demonstrate prescribed professional standards may jeopardize advancement and graduation in the same way as other academic matters. These standards closely follow those established and expected for the medical profession for which the student is training and are intended to serve as a precursor to future professional expectations.

Statement of the Code of Professional Conduct
- The Code of Professional Conduct is intended to promote:
  - Intellectual integrity and honesty in all endeavors
  - Concern for the welfare of others and respect for the rights of others
  - Professional demeanor and behavior
Students will be expected to hold themselves to these standards:
The student will not:
- Cheat
- Lie
- Alter or falsify academic, research or patient documents (both paper and electronic)
- Commit plagiarism or submit for course work that of another individual, unless it is expressly as part of an accepted group learning exercise as defined by the Instructor
- Participate in academic activities, including patient care, having used non-prescribed psychotropic substances (including alcohol) or having inappropriately used prescribed substances.
- Engage in romantic, sexual, or other nonprofessional relationships with a patient or a patient’s family member, even upon the apparent request of a patient or patient’s family member
- Engage in disruptive behavior in the classroom, clinic, hospital, or laboratory that might interfere with the learning, work or clinical care of others.
- Gain or provide unauthorized access to academic or administrative files, patient medical records, or research documents, via computer or any other means or method
- Misrepresent him or herself as a licensed or certified health care provider

The student will:
- Offer original work for each assignment or learning task
- Admit errors to his/her supervisor and not knowingly mislead others in the classroom, clinical setting or laboratory
- Respond promptly to official communications from the school, comply with attendance standards for learning activities (including assigned call duties), and meet all School of Medicine mandatory deadlines
- Engage in the responsible and ethical conduct of research
- Treat patients or research subjects, their family members, and his/her colleagues with respect and dignity both in their presence and in discussions with others, and maintain appropriate privacy and confidentiality of patient communications and records.
- Recognize the limitations of his/her knowledge, skills, or physical or emotional state, and seek supervision, advice, or appropriate help before acting.
- Learn to recognize when his/her ability to function effectively is compromised, ask for relief or help, and notify the responsible person if something interferes with the ability to perform clinical or research tasks safely and effectively.
- Deal with colleagues in a considerate manner and with a spirit of cooperation, and avoid offensive language, gestures, or remarks while interacting with all persons encountered in a professional capacity regardless of race, color, ethnicity, religion, national origin, age, sex, gender identity, sexual orientation, disability or socioeconomic status
- Take personal action to support equity and inclusivity in the learning environment
- Maintain a neat and clean appearance, and dress in attire that is appropriately professional and safe for the patient population served or the learning activity (and when in doubt, ask his/her instructor for guidance).
- Report promptly any witnessed violations of the Code of Professional conduct to a school official or via the website: https://duke.qualtrics.com/SE/?SID=SV_0xINCG6gxBow5Rr

Safety/Compliance Training
All students enrolled in Duke University School of Medicine are required to complete annual online compliance and safety training modules. These modules are found on the occupational and environmental safety office website at http://www.safety.duke.edu/OnlineTraining/. The required modules are listed on the OESO website, http://www.safety.duke.edu. Students will be required to complete some modules through the Learning Management System (LMS). There are some required modules that are required once every two or three years, but that is indicated online. Compliance with these modules is a graduation requirement. Failure to complete the modules by the set due date may result in the placement of a transcript hold and/or a registration block on the student’s account.
Students who fail to comply during their final year of the Doctor of Medicine program will be presented to their promotions board as failure to meet graduation requirements. Requirements are subject to change based on OESO compliance requirements.

**SOM Severe Weather Attendance Policy**

2nd Year – Given the students responsibilities with clinical rotations, off site clinical rotations and night shifts, clerkship directors in concert with Assistant Dean of Clinical Education may choose to independently cancel class. The decision will be made by 4pm and will apply to all clerkships. Students will be notified via email and should not attend clerkship activities if class is cancelled. If a student feels it is too dangerous to travel, student should feel empowered to contact the clerkship director and/or immediate supervisor.

In addition the SOM will handle the cancellation of classes in the following manner:

- All School of Medicine students will follow the provost’s decision in regards to cancellation of classes. If classes are cancelled, students should not report for any medical school activities (classes, labs, clinical assignments, etc.) If students are in classes/rotations when the severe weather policy is implemented, they should leave when classes are cancelled. Course directors, mentors, and faculty are aware of this policy so that individual decisions should not be made.
- These decisions can be determined by calling 684-INFO or by visiting the School of Medicine Office of the Registrar’s website at https://medschool.duke.edu/education/student-services/office-registrar, http://emergency.duke.edu, or http://today.duke.edu/. Class cancellations are announced on the SOM registrar’s office will make every attempt to announce any cancellations on the announcements section of their website, https://medschool.duke.edu/education/student-services/office-registrar.
- Please note that 684-INFO and http://emergency.duke.edu are considered the official communication for inclement weather announcements.

**Duty Hours Policy**

The Duke University School of Medicine has adopted a duty hours policy for medical students to provide guidance and protection for students, especially on the clinical services in the second and fourth years of the curriculum. It is recognized by faculty and students that the goals of educating students in the clinical setting are both the development of their clinical skills and professional attributes and the provision of student contributions to medical teams and the care of patients. It is the intent of this policy to support the achievement of these goals while allowing students adequate time to rest, attend to extracurricular obligations, and recreate in order for them to be maximally effective as learners.

Students will be expected to be on-site on any clinical service no more than eighty hours per week, averaged over a two-week period during second year clerkships and a four-week period during fourth-year courses. This maximum should include actual time spent on service in the hospital or clinic on “on-call” nights, but should not include time a student may spend at home reading or studying, or sleeping in the hospital while on call. Exceptions to the eighty-hour limit can be made for unique learning opportunities that may arise (e.g. an unexpectedly long surgical case, an unanticipated transplant surgery, awaiting an obstetric delivery, etc.), but should not become routine.

Students will have one full day completely free of curricular or patient-care responsibilities in the hospital or clinic per week, averaged over a two-week period during second-year clerkships and over a four-week period during fourth-year courses. Weekends off after a course ends may be included as days off for the preceding two-week period only. School holidays that occur during a course may be included as days off for the two-week period in which they fall.

Students will not be expected to be in the hospital or clinic setting for more than 24 consecutive hours in the second year, and 24 plus up to four hours when required for transition of care in the fourth year, including hours spent sleeping while on call if less than four hours.

In conjunction with the restrictions on total time spent in the hospital or clinic, course directors should design learning activities to make the most efficient use of time from the standpoint of learning. Learning activities appropriately include the care of patients assigned to the student, the student’s team, or services being cross-covered, and other activities that are the work of the student’s team, and classes, conferences, rounds, projects and individual learning assignments that are part of a course.
Students should not be expected to use the hours allocated on tasks that are not directly related to learning activities (e.g. performing personal favors or services for other medical personnel), nor should they be expected to do tasks unrelated to their learning activities (see 4a) solely because residents must leave due to work hours restrictions. Students will be expected to keep an accurate log of time spent in the hospital/clinic and provide the log to an office designated by the Office of Curricular Affairs. Intentional falsification of logs will be treated as an Honor Code violation. Course directors review cumulative, nonstudent-identifiable duty hours data twice a year and correct any systemic problems that are contributing to students regularly working excess hours on their rotations. Students will not be penalized for accurate reporting, nor will information from student logs be used in any way in determining grades or evaluations.

The Office of Curricular Affairs will compile a bi-annual for the Clinical Course Directors including the average duty hours per week on individual rotations and, the number of reports of excess duty hours data and correct any systemic problems that are contributing to students regularly working less hours on their rotations. Students will not be penalized for accurate reporting, nor will information from student logs be used in any way in determining grades or evaluations.

**Policy on Medical Student Exposure to Infectious and Environmental Hazards**

All students at the Duke University School of Medicine must complete online and classroom training activities regarding personal safety and environmental exposures. Students must complete the following safety modules yearly:

- Fire/Life Safety
- OSHA Blood Borne Pathogens (BBP)
- Tuberculosis (TB) Safety Training
- Environment of Care (EOC)
- Hospital Incident Command System (HICS)
- Infection Control
- Radiation Safety for Ancillary Staff
- iMRI Safety for Perioperative Staff
- Specimen Collection – Beaker Rollout
- Chemical Safety for Clinicians (once every 5 years)

In addition, students must attend a mandatory safety training session on preventing needle stick injuries and handling sharps in the Introduction to Clinical Skills Course prior to beginning clinical clerkships, and mandatory scrub training prior to going to the OR. Compliance with these requirements is tracked throughout medical school. If a student experiences a biological or chemical occupational exposure at Duke or while studying away, s/he must call the Duke Employee Occupational Health and Wellness (EOHW) safety hotline (available 24 hours a day) to report the incident and follow the directions given by the EOHW staff member. All initial costs of laboratory tests for properly reported occupational exposures or injuries are covered by the Student Health Center, and any treatment needed post-exposure or for a clinical condition that develops as a result of the exposure or injury, by the student’s health insurance policy. Students who are potentially exposed to a patient with a communicable illness (e.g. meningitis, hepatitis A) are identified by the Infection Prevention Team, offered preventive medication if indicated, and monitored for the development of illness by Student Health. If a student becomes disabled as the result of an occupational exposure or injury, the Duke Medical Student Disability Policy provides coverage. If the student were allowed to be in the clinical setting after the review panel made its decision based on the safety of all involved, but had a disability (e.g. loss of the use of a limb) that could be accommodated, they would apply through the Student Disability Access Office to request appropriate accommodations, and if approved, those would be implemented. If a student has an infectious disease or is exposed to an infectious disease and must be monitored for a period of time, a review panel is convened that includes an advisory dean, the director or a designee from the SHC, the director of employee/occupational health, an infectious disease expert on the relevant pathogen, and a course director for whose course the student may have restricted activities. If the student has a clinician providing his/her medical care that the student would like to be involved, that person is also included at the student’s request. The panel may
decide that the student should not be in the clinical setting due to risk to self/patients/coworkers, can be in the clinical setting with limited activities (e.g. can only observe in the OR, cannot work with pregnant women, etc.), or can be in the clinical setting without restrictions.

Visiting medical students are subject to the same training requirements and have the same support services available in case of an exposure/injury as any enrolled student, and are required to verify that they have medical insurance while studying at Duke.

2. Policies related to the implications of infectious and/or environmental disease or disability on medical student educational activities.

Included in the policy above.

Policy Regarding Students Providing Medical Care for other Students
Medical students are not allowed to participate in the care of other medical students (or, could be broader, other learners in the School of Medicine). It is the responsibility of the attending physician assigned to provide or oversee a medical student’s care in any healthcare setting (inpatient, outpatient, acute care of ED) to ensure that another medical student is not assigned to be involved in that student’s care nor permitted to have access to that student’s medical record.

Clinical Activities by and Supervision of Medical Students
All patient care provided by medical students is provided under the supervision of a licensed health care provider performing activities within the scope of the health care provider’s practice. An on-site licensed health care provider must always be immediately available.

Prohibiting the Involvement of Providers of Student Health Services in Student Assessment & Promotion
Providers of health and psychiatric/psychological services to a medical student will have no involvement in the academic assessment of or in decisions about the promotion of that student.

Teaching Preparation
The School of Medicine Curriculum Committee requires residents and others (e.g., graduate students, postdoctoral associates, etc.) who teach medical students to be oriented to and prepared for their role in teaching and assessing medical students.