

HOWARD UNIVERSITY HOSPITAL
DEPARTMENT OF MEDICINE

Senior Medicine Clerkship
Acting-internship (AI) / Sub-internship (sub-I)

Policies & Procedures

1. The rotation required by the Howard University College of Medicine to satisfy the requirements for the senior medicine clerkship shall be that of a sub- or acting- internship (AI).
2. The responsibilities of the AI shall be similar to those of a PGY-1 resident (intern) with some exceptions.
3. The responsibilities of the AI include:
 - a. Direct patient care responsibilities under the supervision of a senior resident and attending physician.
 - b. First call response to assess patients' acute problems, or admissions with resident.
 - c. Full evening, night, and weekend calls as assigned, (unless night float available).
 - d. Record findings on the history and physical examination form in the chart.
 - e. Daily entry of progress notes in the chart.
 - f. Presentation of patients' progress on rounds.
 - g. Write orders: All orders must be reviewed and countersigned by the resident or the attending physician before implementation of the orders.
 - h. **The AI shall not dictate the narrative summary** on patients who are discharged from the hospital. The AI shall write the narrative which shall be submitted to the resident. This summary shall not be placed on the chart. **The resident shall dictate the narrative summary.**
 - i. Attend all regularly scheduled didactic sessions, (morning report, "noon" conference) and all other teaching sessions for residents.
4. **Patient Load**: The maximum number of patients for the AI shall be 3 new admissions in 24 hours, and 6 total patients at any one time
5. **Days Off**: The AI shall be granted one full day off per week during the clerkship rotation. Days off **CANNOT be accumulated** to be taken off as a block. During a university holiday, **the day off shall be the holiday**. The AI must return to duty for the remainder of the holiday weekend, unless specifically scheduled as off in the Schedules Booklet. (see #9 below for further clarification of days off).
6. **Residency Interviewing**: **Two (2) additional days** may be taken off for interviewing when completing the AI rotation on a Ward service. **NO additional days** may be taken when completing the AI rotation in MICU or CCU. **ALL** absences for interviews must be approved by the HU Dept. of Medicine **regardless** of clerkship rotation site. All requests for exceptions must be submitted in writing to the clerkship director no later than 2 weeks prior to the scheduled interview. **Failure to comply with this policy will result in a reduction of the grade, and possible make-up time or repeating the entire clerkship rotation.**
7. **Pagers**: The AI shall be assigned a pager, if he/she does not already have one. The assigned pager **must** be returned to the chief resident or the supervising resident on the last day of the rotation. In the event the supervising resident is not on duty on the last day of the AI rotation, then the pager shall be turned in to the PGY-3 resident on-call to the emergency room. **Late return of pagers will result in a reduction of the grade.**
8. **Call Rooms**: The AI shall be assigned sleeping quarters when on call. The key to the room **must** be returned to the program coordinator or the clerkship coordinator on the last

day of the rotation. In the event the last on call day is a Saturday or Sunday, then the key shall be turned in to the third year resident on call to the emergency medicine department. **Late return of keys will result in a reduction of the grade.**

9. **Further clarification of days off and absences:**

USING YOUR ALLOTTED DAYS OFF:

The “four” days off during your Sr. AI rotation can only be taken 1 at a time, every 5 to 8 days (the window period around a 7 day cycle). For additional time off: 1 or 2 of your allotted 2 additional days off can be added to 1 weekly day off for a total of a 2- or 3-day block of days off.

WHAT CONSTITUTES A DAY OFF AND BEING PRESENT FOR A DAY?

Sr. AI students are required to attend morning report, team rounds, and complete the notes on his/her patients, attend noon conference, and give an adequate WRITTEN sign-out to the resident if he/she is to leave early. Hence, IF A STUDENT IS LEAVING FOR AN INTERVIEW, he/she may leave at 1:30pm and consider that they attended that day. That usually gives students enough time to comfortably make a 5pm or later flight, arrive in the city of the interview the evening before, get settled in, have the interview the next day (the official day off) and then return to DC that evening to be present the next day on rounds, effectively taking 1 day off for the interview date.

APPLICATION FOR EXCEPTIONS:

Additional, days off can be approved for a student in extenuating circumstances. The student must apply in writing with enough advance notice to minimize conflicts regarding the call schedule. The written (typed) appeal for additional days off must be accompanied by a letter from the interviewing institution stating that they are only offering interview dates on that specific day, or only during a period that includes that particular month. Consideration will also be given to students who wish to minimize travel expenses by attending multiple interviews in close succession in a given region of the U.S. Under both circumstances these days WILL be made up, at a later date.

EMERGENT OR UNEXPECTED ABSCENSES:

Professionalism, simply requires that you contact the most senior persons (resident/attending **AND** coordinator/director/chief resident) ahead of time – or at least during the absence if it is unexpected or urgent – regarding absences. This practice will place you in good standing in any institution under any circumstance. A reminder, you are NOTIFYING these individuals that you WILL be absent due to an urgent/emergent or unavoidable circumstance, and you must recognize that you will discuss arranging make up time. Planned absences, however, need to be approved ahead of time, as stated above.