

Sports Medicine Fellowship Handbook



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Introduction and Welcome

Welcome to the NYU Hospital for Joint Diseases Sports Medicine Fellowship. This manual will provide you with a general overview of the program's structure and curriculum. It includes program details as well as policies and procedures that apply to the basic components of the fellowship. It will outline the educational goals of the program with respect to knowledge, skills and other attributes of the fellows, covering each major rotation and/or program assignment. Although we have tried to be comprehensive and attentive to the most frequently needed information, there will be questions and needs that we did not anticipate. Please feel free to stop by, call or email Dr. Orrin Sherman whenever questions arise.

General Information

- This handbook outlines the goals, objectives and responsibilities for each rotation and major assignments during orthopaedic surgery sports medicine fellowship training at the NYU Hospital for Joint Diseases. It is intended to supplement the NYU Langone Medical Center institutional policies.
- NYU Langone Medical Center Graduate Medical Education Policies and Procedures can be found online at:
<http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>
- Sports Medicine Fellows get a hard copy of the fellowship handbook and have access to it electronically via ALEX.
- The Hospital for Joint Diseases Personal Appearance Policy (“Dress Code”) is available on ALEX.
- Each Fellow will meet with the appropriate Division head at the start of each rotation to review the rotation-specific goals, objectives and responsibilities

Goals of the Sports Medicine Division Fellowship

- To develop a wide knowledge base and gain extensive clinical experience in the evaluation and management of athletic injuries.
- To participate in teaching the principles of athletic injuries and their management to orthopaedic residents and medical students.
- To participate in sports medicine research with the aims of improving one's research skills and furthering the total foundation of knowledge concerning athletic injuries.

Educational Goals of the Fellowship Rotations

The goal of the Sports Medicine Fellowship Training Program is to provide comprehensive training in the diagnosis and treatment of the entire spectrum of athletic injuries. Emphasis is placed upon proper evaluation, including physical examination and diagnostic work-up, as well as the various treatment alternatives.

Education is provided by a didactic lecture series and Journal Club, provided and organized by both the attending staff and the Fellows themselves. This includes formal literature presentations and subsequent discussions between the groups.

Fellows also gain broad outpatient experience in the sports medicine clinics at the Center for Musculoskeletal Care (CMC). Fellows divide their time between HJD, CMC, and the 38th St Outpatient Surgery Center (OSC). The rotations are divided into two 6-month segments.

The initial months of the Fellowship are spent learning and studying the basics of arthroscopy and sports medicine. As their knowledge and experience grows, Fellows will perform increasingly more complex aspects of knee, shoulder, ankle, and elbow surgery, including but not limited to arthroscopic rotator cuff and labral repair, ACL and PCL reconstructions, meniscal repairs, and articular cartilage repair/replacement techniques.

The second and third segments of the Fellowship include more sophisticated understanding of the indications and outcomes of arthroscopic and open procedures.

Call and Work Hours

ACGME fellowships are bound by the same work hour restrictions as residents. All Fellows must be compliant with 405 regulations. The NYU Duty Hours Policy for residents and fellows can be found at:

http://webdoc.nyumc.org/nyumc/files/gme/u8/Duty_Hours_Policy_FINAL_7_7_11.pdf

Duty hours must be limited to 80 hours per week, averaged over a 4 week period, inclusive of all in-house call activities and moonlighting. Moonlighting activities are to be counted towards the 80 hour work week and all 405 regulations.

Fellows must be scheduled for a minimum of 1 day in 7 free from all fellowship- related duties, averaged over a 2-week period with a maximum of 12 consecutive days worked.

In-house call will not occur more frequently than every third night, averaged over a 4-week period. Call is limited to a maximum of 24 hours with up to 4 hours of additional time for resident education and transfer of patient care.

At-home call must not be so frequent as to preclude rest and reasonable personal time. Any issues may be brought to the attention of the fellowship program director. Time spent in the hospital during at-home call must be counted towards the 80 hour work limit.

Call responsibilities should be evenly divided amongst all residents/fellows in the call pool with regards to holidays and weekends.

Holidays are treated as weekend days with respect to rounding coverage.

Vacation and Leave of Absence

Vacation Policy

Fellows are allowed **four weeks** of vacation. All vacations are one week in duration, from Saturday to Saturday. Any vacation of differing length or days must be approved by the program director or his designee.

Fellows do not have to use all vacation time each year. Requests to forfeit vacation will be accepted by the program director only.

Vacation schedules must be coordinated with the fellowship director. **Only one fellow or resident may be away at any time.** Personal days such as for job interviews and family issues require prior approval. All personal day requests and vacation conflicts must be brought to the attention of Randie Godette (randie.godette@nyumc.org).

Vacation cannot be taken in the last 2 weeks of June and/or in the first 2 weeks of July.

Leave of Absence Policy

Fellows are entitled to medical, family, personal, and educational leaves of absence. Leaves of absence are evaluated on a case-by-case basis by the Program Director. Absences of up to one month (includes vacation time) out of the 12-month Fellowship Program may be made up. Fellows will be allowed to make up one month of their Fellowship Program at the discretion of the Program Director. Fellows must submit corroborating documentation as required or requested to receive approval for time off and where applicable to receive authorization to return to his or her training

Conferences and Meetings

The Department of Orthopaedic surgery will support the travel expenses (up to a predetermined financial limit) for each Fellow to attend one CME meeting. Choice of meeting should be determined in consultation with the Chief of Service.

Weekly Schedule

The Fellow’s daily schedule revolves around the schedule for the operating rooms, clinics, practice offices, and conferences. Each rotation block is 4 months. Fellows will have in-house or home call assignments. Fellows are expected to cover athletic team events on nights and weekends.

2013/2014 Weekly Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
6:30 - 7:30 AM			Journal Club	Didactic Conference		
Rotation A	AM	Jazrawi OR	Rose OR	Feldman OR	Dance Clinic /Research*	Feldman OR
	PM				Office Hours†	
Rotation B	AM	Rokito OR	Youm OR	Meislin OR	Sherman OR	Gidumal OR
	PM					

* Dance clinic and Research will be split into two 3-month blocks

† Office hours will be a rotation between sports attendings with Thursday afternoon clinic (TBA)

Clinic

Fellows cover the clinic with the residents. Cases are discussed with the attending present in each clinic. Attending physicians cover all clinics. Fellows share full responsibility for the patient, including preoperative, operative, and postoperative care. Each clinic case is thoroughly discussed with the attending physician. On clinic days at CMC, Fellows must also be available to supervise and to advise the residents who cover I-Care.

Clinic Schedule

Fellows are expected to report to HJD Sports Clinic Wednesday afternoons at 1 pm, three times a month:

1st Wednesday – General Sports Clinic with Dr. Stein

2nd Wednesday – General Sports Clinic with Dr. Rizio

3rd Wednesday – General Sports Clinic with Dr. Frank

4th Wednesday – Hip Clinic with Dr. Bharam

5th Wednesday – General Sports Clinic with Dr. Jazrawi

Operating Room

The weekly schedule for the Sports Medicine Service operative cases at both HJD and 38th Street Ambulatory Surgery Center are reviewed on Friday for the upcoming week.

Prior to the day of surgery, Fellows, like the residents on service, are required to discuss cases on which they will be assisting with the attending physician. The discussion should include the indication and the operative plan.

Attending physicians will allow the Fellow to operate to their level of ability. Operative experience by the Fellow is at the discretion of the attending physician; this typically is limited at the beginning of the Fellowship and increases as experience is gained and the attending physician becomes more comfortable with the Fellow. A Fellow or resident should always be present for service cases and will be allowed to operate to the level of his/her ability as determined by the attending physician.

Every patient, whether seen in an outpatient clinic, treated in ambulatory surgery, or admitted to the hospital, is assigned an attending physician. This physician, the Attending of Record, is ultimately responsible for all care provided to the patient. It is the responsibility of the Fellow to assure that the care plan developed for each patient is reviewed and approved by the Attending of Record and that any modification of the plan or significant change in patient status is reviewed by the Attending of Record.

Athletic Event Coverage

Athletic event and training room coverage is scheduled and supervised by the fellow. Clinic and OR responsibilities take precedence over athletic event or team coverage. However, Fellows are expected to participate in team coverage during evenings and weekends and other designated periods.

New York University Athletics

Fellows are required to participate in preseason physical examinations for New York University Athletes. All physical examination sessions are scheduled for the evening. The schedule will be released at the beginning of the academic year.

New York Rangers Hockey

NYU Hospital for Joint Diseases is the designated official hospital for the New York Rangers for the next year. Fellows at NYU Hospital for Joint Diseases have the unique opportunity to work with Dr. Andrew Feldman, team doctor and orthopaedic surgeon for the Rangers, helping the team in many different areas. Fellows will be required to assist in performing pre-season team physical examinations in September. Additionally, they will be required to attend a disaster drill at Madison Square Garden where they will learn how to respond in the case of a catastrophic injury. Among other responsibilities, Fellows will be responsible for covering home games according to a schedule set by Dr. Feldman.

Other Team Coverage

Attendings in the Division of Sports Medicine dedicate their time to various athletic teams and events of all levels, ranging from high school to college and professional. Fellows are invited and welcome to participate in athletic coverage, however, participation is ultimately at the discretion of the attending.

Surgical Skills Lab

A curriculum for teaching arthroscopy to residents utilizes cadaveric specimens and includes a series of labs addressing the key arthroscopic issues and procedures for the knee and shoulder. Each joint-specific curriculum begins with diagnostic arthroscopy, proceeds through arthroscopic techniques of advancing difficulty and concludes with open procedures.

Timing and Attendance

Labs take place monthly. Attending surgeons precept labs in a rotating fashion. Sports and Shoulder Fellows assist with each session, providing time for them to hone their arthroscopic skills as well as to teach residents. At least one Fellow is required to attend each session.

Location

All labs will be held at the ConMed Linvatech facility located one block South of CMC:

ConMed Linvatech Orthopaedic Training Center
345 E. 37th Street (between 1st and 2nd avenue)

Conferences

There are two conferences per week and several monthly scheduled conferences. An important principle is that the Fellows must enhance the orthopedic resident experience on the Sports Medicine Service. Resident education is therefore a fundamental cornerstone of the Fellowship program.

Journal Club

Tuesdays, 6:30 – 7:15 am

Fellows and residents review and critique journal articles selected by the Fellows. The Fellow is responsible for assigning four articles to be reviewed during each session – Both junior residents, one senior resident, and one Fellow each present one article. The articles are presented to the attending staff in the form of a brief Powerpoint Presentation. The journal articles are to be distributed on the Tuesday preceding each Journal Club. During the final two Tuesdays of each resident block, the junior residents on the service present a talk on a selected topic in lieu of Journal Club.

Departmental Didactic Conference

Wednesdays, 6:30 – 9:15 am

Fellows are required to attend the Wednesday morning Departmental Didactic Conference held for the entire residency program. Each Fellow will present one 40-minute lecture to the residents as part of the didactic schedule. The topic of this lecture is chosen by the Fellow with approval from the Chief of Service. Fellows must also attend the monthly departmental staff meeting which includes lectures and special topics by guest speakers.

Research Meetings

Quarterly – Wednesday, 7:15 – 8:00 am

Fellows are required to attend four sports medicine research meetings over the course of the year. These sessions with the research team are expected to review the Fellows' progress and facilitate ongoing work.

Society Membership

AOSSM Membership

All ACGME-accredited orthopedic sports medicine fellows are eligible for sponsored membership into the AOSSM. AOSSM Candidate membership serves to introduce sports medicine fellows to a network of more than 2,500 orthopaedic surgeons and professionals specializing in sports medicine, including national and international sports medicine leaders. Direct benefits of membership include:

- Complimentary subscription to the *American Journal of Sports Medicine*
- Complimentary Journal subscription to *Sports Health*
- Complimentary registration to the AOSSM Annual Meeting
- Subscription to the Society's bi-monthly newsletter, *Sports Medicine Update*
- Discounted registration fees for AOSSM sponsored meetings and AOSSM products
- Access to the "member only" features on the Society's website, www.sportsmed.org.

The Candidate membership application deadline is **November 15, 2013**. Sports medicine fellows are expected to apply for Candidate membership by visiting the Society's website www.sportsmed.org and clicking on "Membership". Applicants must submit the Candidate membership application, CV and two Candidate Reference forms, one form completed by their Residency Director and the second to be completed by their Fellowship Director. If you have any questions please do not hesitate to contact the Society office by email at debbie@aossm.org or by phone at 847-292-4900.

Research

Whether a Fellow is interested in pursuing a career in clinical or academic sports medicine, research remains an important part of the NYU-HJD Sports Medicine Fellowship program. Each Fellow is required to complete at least **three** clinical and/or basic science research projects during the Fellowship year. This does not include a mandatory video submission as per AAOS guidelines, which will be presented at one of the journal clubs in July and one mandatory case report. Projects will be assigned by Drs. Jazrawi and Strauss based on the Fellows' general interests in the subject matter. Clinical research includes on-going protocols and independent studies on different aspects of Sports Medicine. Basic science research is usually prepared in conjunction with the Musculoskeletal Research Center. One project will be selected by Dr. Strauss to be presented to the Department during the Fellows' research presentations in June.

Deadlines and Timetable

To satisfactorily complete the research requirements, all manuscripts suitable for publication must be received prior to graduation dinner. It is departmental policy that letters of recommendation, credentialing applications, and the like will not be provided to a Fellow until the research requirements are completed. In order to fulfill these requirements, Fellows should abide by the following timetable:

August: Will be assigned a total of 3 primary basic science and clinical research projects for the Fellowship year.

September: Video and case reports need to be finalized.

June: The Fellows research presentations will take place during the staff meeting in June. Topics will be determined by Dr. Strauss.

AAOS Annual Meeting format is used for presentations: each presentation is seven minutes in length, followed by five minutes for questions and answers. Each research presentation must be reviewed with the Fellowship Director and co-authors before the presentation so that appropriate changes can be made. Presentations must be of highest quality, using the appropriate audio/visual aids available in our department.

All questions concerning the research requirements should be addressed to the Fellowship Director or the Medical Education Office.

Research Staff

2012/2013 RESEARCH STAFF		
Name	Role	Contact Info
Laith Jazrawi, MD	Director of Sports Medicine Research	212-598-6784
Eric Strauss, MD	Head of Sports Medicine Research	212-598-6290
Kelsey Ensor, BFA	Research Assistant, Shoulder/Elbow Surgery	734-634-9550
Theodore Wolfson, BSE	Research Administrator, Sports Medicine Surgical Skills Lab Coordinator	518-852-8897
Mathew Hamula, BS	Video Coordinator, Sports Medicine Surgical Skills Lab Coordinator	909-714-9133
Garret Garofolo, BS	Research Assistant, Sports Medicine	631-872-8507
Bhavesh Joshi, DO	Research Assistant, Sports Medicine	484-554-9656

IRB Application Process

The NYU SoM IRB facilitates excellence in human research by extending personalized guidance and support to the research community through timely and high quality service, education, review and monitoring for all human projects conducted at NYU SoM. All of the necessary applications and forms are available through their website at: <http://irb.med.nyu.edu/>.

Research Facilities and Resources

- NYU Hospital for Joint Diseases Medical Library
- Ehrmann Medical Library at NYU School of Medicine
- Department of Radiology: X-ray teaching file
- Musculoskeletal Research Center: Basic research
- Resident Research Centers: NYUHJD and BHC
- Vumedi Orthopaedic Training Library: <http://www.vumedi.com/>

Authorship

The HJD policy for authorship on manuscripts can be found on ALEX:

- To be considered an author, Fellows must participate in: (a) the conception and design or analysis and interpretation of data; b) drafting the article or critically revising it; and c) approving the final version submitted, and approving any subsequent revisions.
- An attending physician from NYU Hospital for Joint Diseases must be the senior author on a manuscript, abstract, poster, or other research presentation in order to use the Hospital for Joint Diseases affiliation in association with the project. Additionally, without an attending physician as a senior author, an NYU address or e-mail address may not be used in association with the project.
- It is incumbent upon the Fellow to ensure there is sufficient involvement of the attending physician to be considered an author on the project. If a resident feels that no attending has met the criteria for authorship, the matter should be discussed with the fellowship director.

Moonlighting

Approved sports coverage moonlighting is allowed in the fellowship program. The program follows the institutional moonlighting policy. All moonlighting must be approved by the fellowship director. The NYU Moonlighting Policy for Housestaff Officers & Fellows can be accessed at:

http://webdoc.nyumc.org/nyumc/files/gme/u8/HouseStaff_Manual_2011.pdf

Prior to initiating moonlighting activities, Fellows must submit the Moonlighting Application Form and be approved by the program director. The application form can be found online at:

<http://webdoc.nyumc.org/nyumc/files/gme/attachments/Moonlighting%20Application.pdf>

Participating Fellows will record their moonlighting activities as part of their duty-hour reporting

Relationships with Industry

The NYU Relationship of the Pharmaceutical and Related Biomedical Industries to Graduate Medical Education Policy can be found online at:

<http://webdoc.nyumc.org/nyumc/files/gme/attachments/PHARMA%20policy.pdf>

All gifts or monetary compensation (zero dollar limit), free meals on or off-campus, alcoholic beverages, books, travel, tickets to sporting events, payment for time for travel to or time at meetings (except as indicated below), payment for participation in online CME from pharmaceutical, medical device companies, other biomedical industries and their sales representatives are prohibited.

Any contact with an industry representative in violation with the policy should be reported to the program director.

The Department of Orthopaedic Surgery Relationships with Industry Policy can be found on ALEX.

Social Media and Social Networking

The NYU Social Media and Social Networking policy can be found at:

http://webdoc.nyumc.org/nyumc/files/gme/attachments/Social_Media_Policy_Social_Networking_Personal_1210.pdf

Faculty and Staff are prohibited from posting any patient information, including photographs. Residents should be cognizant of what they post on social media. This can influence public perception of you as a physician and the medical center as a whole. Inappropriate postings on social media websites may be interpreted as a professionalism violation.

Evaluations

The NYU Evaluation, Corrective Action, and Disciplinary Policy for Fellows can be found at:

<http://webdoc.nyumc.org/nyumc/files/gme/attachments/Evaluation%20Corrective%20Action%20Policy.pdf>

Written Evaluations

Fellows receive a written evaluation of their performance twice per year. Fellows similarly are encouraged to provide input throughout the program to the Fellowship Director, and at the end of the program Fellows fill out a written evaluation rating individual staff and various aspects of the program. This feedback is reviewed by the Department Chairman and forwarded anonymously to the faculty.

AOSSM Fellows Exam

The AOSSM Fellows Exam was developed to assist Fellowship Programs in identifying strengths and weaknesses in their fellows' clinical and practice management areas of orthopaedic sports medicine. These online exams are designed to be taken without extensive preparation to reflect the status of education and learning within the fellowship year. Each fellow is required to take both the pretest and post-test. After completing the pretest, each fellow will receive their own score and comparative information for all fellows. After completing the post-test, each fellow will receive their own scores with preferred responses and references and comparative information for all fellows.

Pretest: Last 3 weeks of August

Post-test: First 3 weeks of June

Case Log

Fellows are required by the ACGME to maintain a log of the operative procedures. This is accessed through the website: <https://www.acgme-i.org/intldatacollectionnet/sg/residentcaselogs/login.aspx>.

Additional information can be obtained from Randie Godette at 212-598-6509.

Graduation

Requirements

- Prior to residency graduation each resident must complete 3 scholarly writing projects as outlined above in the Research section.
- Prior to graduation all medical records documentation must be adequately completed and signed off by the director of medical records.
- Graduating residents must meet all requirements of the ACGME
- All graduating residents must be in good standing with the program director and department chairman.

Certificates

The NYU Policy on the Issuance of Training Certificates can be found online at:
http://gme.med.nyu.edu/files/gme/u8/Training_Certificates03_13_09_IP_.doc

Problems or Concerns

Fellows are encouraged to voice their problems and concerns whenever they are present, in a professional and appropriate manner.

Any issues that arise can be discussed with the fellowship program director and department chairman confidentially at any time.

Each Fellow meets with the fellowship program director and department chairman annually and is given the opportunity to discuss problems or concerns in an environment without fear of intimidation or fear of retaliation.