

Medical Student Coordinator

Goals:

- To facilitate efficient, productive medical student mentorship.
- To provide a bridge between University at Buffalo medical students and University at Buffalo orthopedic surgery residency program
- To support the medical student groups dedicated to orthopedic interest, i.e. the Orthopedic Interest Group, Ruth Jackson Orthopedic Society, etc.
- To ensure that medical students interested in orthopedic surgery are adequately represented to both our department and the medical school administration.

A resident medical student coordinator position will be created to help achieve the aforementioned goals. The resident medical student coordinator position will be offered to a resident who has experience, interest, and vested understanding of medical student mentorship in orthopedics, as well as an awareness of medical school policies governing students' involvement. Residents who have experience with medical student mentorship and medical school advocacy will be encouraged to apply for the position. The best applicant will be selected by the Director of Medical Student Education.

The term of the position will be one year, with the option to renew yearly. The medical student coordinator will be considered part of the clinical research team and will report directly to the chairman of the resident research committee.

Responsibilities:

1. Management of Medical students
 - a. Meet with Orthopedic Interest Group (OIG) leaders regularly to discuss the relationship between students and the department.
 - b. Work with Medical Student Research Coordinators to:
 - i. Coordinate student labs/activities through various student groups (i.e. OIG, SNMA, MSOS, Nth Dimensions, Perry Initiative, etc.)
 - ii. Identify and report any barriers to successful medical student departmental engagement.
 - c. Mentorship talks through OIG:
 - i. Research Introduction (in coordination with RRC): middle of the year, M1's
 - ii. ERAS Application: end of the year, M3's
 - iii. Sub I Preparation Pilot Course (Cooper Program): April/May, M3's
 - d. Provide educational materials to medical students.
 - i. Professional societies and relevant deadlines for application: MSOS, AAOS, RIOS etc.
 - ii. Medical student scholarships for various conferences/professional societies/research

- e. Track medical student/resident shadowing
 - i. Connect students with residents at appropriate clinical sites to shadow
 - ii. Keep track of those students shadowing through google sheets for departmental review
 - f. Develop educational programming for medical students interested in orthopedics.
 - i. Introduction to orthopedics for 1st and 2nd year students
 - ii. How to crush it on your orthopedic rotations for 3rd and 4th year students
 - iii. Prep course for orthopedic Sub-I and away rotations
 - iv. Surgical skills training labs / Saw bones
 - v. Journal Clubs
2. Medical Student Summer Research Program
- a. Assist clinical research staff with organization and execution of summer research program.
 - b. Communication with students interested in the program.
 - c. Assist in screening applications and assignment of projects to students registered for the program.
3. Quarterly meetings with supervisor:
- a. Discussion and updates regarding student/medical school events
 - b. Identification of any barriers to student mentorship/involvement
 - c. Overview of medical student shadowing tracking

Reimbursement:

The Medical Student Coordinator will be given a stipend of \$200.00 that can be spent on their own research projects, books, publication fees or travel expenses to research meetings or training. Funding requests will be submitted to Tammy L. Smith, C-TAGME and approved by the Chairman of the Resident Research Committee.