

Medical Student Research Coordinator

Goals:

- (The department wants) To facilitate more efficient, productive medical student research.
- (The medical students want) To participate in research and learn good research practices.
- (We all want) To facilitate meaningful involvement of medical students in our department through research and mentorship.

A medical student research coordinator position will be created to help achieve the forementioned goals. The medical student research coordinator position will be offered to a medical student at the end of their first or second year who has experience and understanding of best practices in clinical research. Medical students who have clinical research experience and publications will be encouraged to apply for the position. The resident research committee will review applications and the position will be offered to the best applicant.

The term of the position will be one year, with the option to renew yearly until the student graduates from medical school. The medical student research coordinator will be considered part of the clinical research team and will report directly to the chairman of the resident research committee. The start date is early September.

Responsibilities:

1. Research committee meeting attendance
 - a. Will attend clinical research team meetings when able based on class schedule.
 - i. Bi-weekly Zoom meetings (Zoom)
 - ii. Monthly departmental research meetings (Zoom)
 - iii. Resident research committee meetings (Oct, Jan, April)
2. Medical student research progress reports:
 - a. Will help with collecting and reviewing medical student research progress reports quarterly.
 - b. Provide constructive feedback to students regarding research progress.
 - c. Will report to Resident Research Coordinator any issues with student research progress or obstacles preventing research progress.
3. Mentor students in research
 - a. Meet with first year students in fall semester:
 - i. Determine experience with research and research interest.
 - ii. Identify areas where they may need more assistance/guidance.
 - iii. Determine what their interests are and help connect them with mentors in department to assist in achieving their research goals.
 - b. Facilitate connection of all interested medical students with resources to aid in addressing barriers to research progress/completion.
4. Management of Medical students
 - a. Medical student onboarding:
 - i. Meet with Orthopedic Interest Group (OIG) leaders each year to introduce role and department.

- ii. Distribute CITI training/Click onboarding material through OIG, establish this role point person for medical students actively seeking research.
 - b. Work with Resident Research Coordinator to:
 - i. Confirm qualifications are completed for clinical research.
 - ii. Assign medical students to research teams.
 - iii. Monitor progress reports for medical student research.
 - iv. Identify and report any barriers to successful medical student research.
 - c. Mentorship talks through OIG:
 - i. Research Introduction: middle of the year, M1s (intro to summer research/pairing with mentor and research pipeline through med student mentors)
 - ii. ERAS Application: end of the year, M4s
 - iii. Sub I Course (Cooper Program): April/May, M3s
 - d. Provide educational material to medical students: CITI training/Click onboarding.
- 5. Management of Research Ideas List
 - a. Collect viable research ideas for medical students.
 - b. Update list with new ideas from faculty and research staff.
 - c. Identify ideas that have been assigned to a resident or medical student to pursue.
- 6. 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.

Expected Time Commitment: 5 hours weekly, up to 10 hours during summer research program.

Reimbursement: The Medical Student Research Coordinator will be given access to funding up to \$1,000.00 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 Smith and approved by the Chairman of the Resident Research Committee.

Application:

1. A Letter of Interest detailing why you are a good candidate, how you will manage the additional responsibilities with medical school, if you completed the UB Orthopaedic summer program and who recommended you (if applicable). This letter should be 1-page, with 1-inch margins, and in 12pt Times New Roman.
 2. CV
 3. Copies of manuscripts or posters with which you have participated.
- Send applications to Lin Feng lfeng3@buffalo.edu no later than Friday, September 1, 2023.