***IRB Exempt Protocol – Necessary Information***

*Brief language summary*

**Problem**

The number of medical students applying to surgical residencies is declining while there is an aging population of surgeons currently practicing and an increasing US population in need of surgical interventions. Part of the solution to this problem may be related to the medical school curriculum. The **[NAME OF MEDICAL SCHOOL]** 3rd year Clerkship Curriculum only requires students to **rotate through General Surgery and OB/GYN(WILL NEED TO BE ADJUSTED TO REFLECT YOUR INSTITUTION’S CURRICULUM)**. As a result, it is possible for medical students to never have meaningful exposure to surgical subspecialties during the entirety of their medical school education.

**Theory**

Medical Student’s interest (ranking) in the included surgical subspecialties **[INCLUDED SPECIALTIES]** is influenced by participation in a continuous program of Experience to these specialties.

**Surgical Subspecialty Inclusion Criteria**

The included specialties were randomly chosen from a listen of surgical subspecialties that met the following inclusion criteria (except for neurosurgery which is included because of particular interest by the authors)

* Specialties that are not part of the “required clerkship” curriculum at the **[NAME OF MEDICAL SCHOOL]**
* Specialties that have their own residency program

**Specialties to be included in the SSEP**

* **[INCLUDED SPECIALTIES]**

**Recruitment:**

All entering Medical Students in the **[NAME OF MEDICAL SCHOOL]** classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]** are eligible to participate in this study.

**Procedure**

Medical Students participating in the study will be asked to participate in and complete the following tasks:

* Complete an online Pre-SSEP Survey
  + Will take approximately 10-15 minutes
* Attend a one-time lunch orientation
  + Will last 45-60 minutes
* Attend and participate in organized surgical experiences, clinical experiences and skills-based simulation experiences that may include cadavers. This program of surgical specialty experiences will run during the academic calendar (excluding school breaks).
  + Surgical and Clinical experiences will last roughly 2-4 hours
  + Skills based simulation experiences will last roughly 1-2 hours
  + All experiences will take place within the facilities of the **[NAME OF MEDICAL SCHOOL]** and the **[NAME OF ASSOCIATED MEDICAL CENTER]**
* Complete an online Post-Experience Survey after each experience
  + Will take roughly 5 minutes
* Complete an online Post-SSEP Survey at the end of their first year of medical school
  + Will take roughly 10-15 minutes

*Recruitment*

All first-year medical students within the **[NAME OF MEDICAL SCHOOL]** classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]** are eligible to participate in this study.

All medical students within the classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]** will be asked to indicate their interest in participating in the Surgical Subspecaility Experience Program by providing their email address. Students that provide their email address will be asked to complete a Pre-SSEP survey. Medical Students that complete the Pre-SSEP Survey will be eligible to participate in the Surgical Subspecialty Experience Program.

**Inclusion/Exclusion Criteria:**

General study inclusion criteria🡪convenience Sample:

* A member of the entering **[NAME OF MEDICAL SCHOOL]** classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]**

General Study Exclusion Criteria:

* NOT a member of the entering **[NAME OF MEDICAL SCHOOL]** classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]**

Participant inclusion criteria:

* Completion of the Pre-SSEP Survey

Participant exclusion criteria:

* Does not complete the Pre-SSEP Survey

*Describe all procedures which will be completed during this study*

* Onetime Lunch Orientation
  + This will serve as an opportunity to educate medical students on the details regarding this project and allow medical students the opportunity to meet and interact with the Attendings and Residents that are contributing to this project.
* Pre-SSEP Survey
  + Medical Students will be asked to complete a survey via **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** that measures their current interest in surgery and the impact and importance of specialty specific characteristics on their interest.
* Post-SSEP Survey
  + Medical Students that participate in the Surgical Subspecialty Experience Program will be asked to complete a survey via **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** after every experience they attend that will allow them to reflect on the experience and act as a Quality Assurance measure for that specific experience
* Post-SSEP Survey
  + Medical Students will be asked to complete a survey via **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** that measures their current interest in surgery and the impact and importance of specialty specific characteristics on their interest.
* Operating Room Shadowing
  + Medical students will have the opportunity to shadow surgeons within the included surgical specialties
* Clinic Shadowing
  + Medical students will have the opportunity to shadow surgeons within the included surgical specialties
* Surgical Skills sessions
  + Medical students will have the opportunity to learn surgical subspecialty specific skills which will be taught by Residents and Attendings within the included specialties

*Time estimation for subjects to complete procedures*

* Attend a one-time orientation
  + Will last 45-60 minutes
* Complete an online Pre-SSEP Survey
  + Will take approximately 10-15 minutes
* Attend and participate in organized surgical experiences, clinical experiences and skills-based simulation experiences that may include cadavers.
  + Surgical and Clinical experiences will last roughly 2-4 hours
  + Surgical Skills Sessions will last roughly 1-2 hours
* Complete an online Post-Experience Survey **after each** experience
  + Will take roughly 5 minutes
* Complete an online Post-SSEP Survey at the end of their first academic year
  + Will take roughly 10-15 minutes

*Frequency of procedures*

Weekly

*Describe potential risks (e.g. accidental breach of confidentiality) and efforts to reduce any risk or discomforts*

Participants who volunteer to take part in this study may be exposed to the following situations that may cause emotional or psychological stress:

* Invasive Surgeries within the Operating Room Setting
* Cadavers and Simulated procedures on Cadavers
* Interactions with patients and/or their families outside of the Operating Room within the clinical or Intensive Care Unit setting that may involve conversations regarding potentially negative and/or terminal prognosis

These are topics and situations that medical students will encounter in their regular medical school curriculum; though we are introducing additional experiences to these, we do not anticipate any additional risks to students who participate in our study.

There is always a small chance of breaching participant confidentiality, but our procedures and methodology are designed to minimize this risk. The data we are collecting are related to preferences, opinions, and perceptions related to the student’s specialty interests and their experiences in surgical subspecialty activities, as well as some demographic characteristics. Data handling and storage are set up to minimize the possibility of a breach of confidentiality.

*Describe procedures to secure all research data. How long will it be maintained?*

**Data Stored Electronically**

* We will utilize **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** for our survey distribution and data collection
  + Post-SSEP Survey
  + Post-Experience Survey
  + Post-SSEP Survey
* The entire first year classes of the **[NAME OF MEDICAL SCHOOL]** classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]** are eligible to participate in our study and will be emailed a survey link within the first month of school which asks them to provide their first and last name as well as their school email address if they are interested in participating in the Surgical Subspecialty Experience Program. Research team members will upload this email list to **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** to create Tokens/Unique Identifiers for each student who provide their email addresses. **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** Tokens will be kept consistent per participant throughout the entirety of the study. **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** Tokens will be used to link survey responses across time to create longitudinal data sets. Any data exported and kept outside of **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** will be deidentified without names and stored within a secure password protected University Computer.
* All identifiable information will be destroyed once the study is completed and/or survey responses have successfully been linked across time (about 16-months).
* All exported data from **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** will be stored on the **L-Drive (MAY DIFFER AT YOUR INSTITUTION)** within a folder made by the College of Medicine Tech Services specifically for this project. Only individuals listed as “Key Personnel” will have access to the folder and associated data
* All data exported and kept outside of **[YOUR INSTITUTOIN’S SURVEY PLATFORM]** will be deidentified.
* Participants within the Surgical Specialty Educational Program will be asked to complete, within their Post-Experience Surveys, a free response reflection after each of the educational experiences. Although free responses are inherently more sensitive than Likert scale responses, we feel that the nature of the reflections, on personal educational experiences, represent minimal sensitivity risk. We have included a line within the survey question asking participants to be sure to omit identifiable information in their answers. All free responses will be reviewed, and any identifiable information will be removed from analysis

**Data stored on paper**

Any paper materials will be retained in a locked file in **[PRINCIPLE INVESTIGATOR]** office for seven years post completion of this study. Data, both electronic and physical, will only be accessed by **[PRINCIPLE INVESTIGATOR]** and researchers listed on the key personnel forms for processing and analysis

*Are you requesting a waiver of documentation of informed consent:* ***YES***

The entire entering classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]** will be eligible for this study. The entire entering classes of **[RANGE OF CLASSES ELIGIBLE TO PARTICIPATE]** will receive an email asking them to participate in our study by providing their email via a survey link to **[YOUR INSTITUTOIN’S SURVEY PLATFORM]**. Students who use the link to proceed to the survey will, before the survey begins, be presented with an Information Sheet which will explain to the students that completion of their survey indicates implied consent for use of their data. Students can choose to not participate in the Study, which will be indicated by not completing the survey sent to them. Students that choose to participate in the survey will be asked to complete a Pre-SSEP (within the first 2 months of school) and a Post-SSEP Survey at the end of their first year. Students will also be asked to complete a Post-Experience Survey after each experience. Participants will then receive an email with the appropriate survey (based on which survey is being distributed at that time) link. Before the survey begins, Participants will be presented with the same Information Sheet which will explain to the students that completion of their survey indicates implied consent for use of their data.