

POLICY ON RESIDENT RESEARCH 2018

PROTOCOL AND GUIDELINES

As part of the academic program in Otolaryngology-Head and Neck Surgery, each resident will participate in a three-month *Fellowship Research Project* rotation. The following guidelines are to be followed with respect to initiation and completion of the research experience.

Completion of the fellowship rotation is a required component of the Otolaryngology - Head and Neck Surgery Residency.

I. PRELIMINARY STAGE

It is the responsibility of the residents to determine what research areas of interest are available within the resources of the Department. This can be accomplished in two ways: First, an overview of the Departmental research activities can be obtained through an interview with the current Director of Research; second, informal discussions and development of ideas can be carried out between the resident and various faculty members. As a result of these discussions, a research topic is developed, and a faculty advisor identified. The faculty advisor, in consultation with the Director of Research, then accepts the responsibility of collaborating with the resident for the next stage below. Residents should establish their research mentor and begin developing an idea for research by the beginning of their PGY-2 year.

II. FACULTY REVIEW

Submission, to the Director of Research, of a one page proposed summary to include project title and the name of the faculty advisor. The faculty must approve all proposals. Submission deadlines for this are by August 15 of the PGY-2 year.

III. DEVELOPMENTAL STAGE

The resident and faculty advisor discuss specific ideas and develop a formal research proposal document, which contains the following:

- a. Literature Review: This review should be similar to that found in professional journal articles, including a title page listing the Research Project Advisory committee.
- b. Purpose: The overall purpose of the project with an explanation of what problem(s) will be addressed should be clearly stated. This section ends with a statement of the research question(s) to be investigated and the formal hypotheses to be tested.

A Clinical Practice of EVMS Medical Group

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- c. Methods/Materials: A detailed explanation of how the investigation is to be conducted, where, with what subject population and/or materials, instrumentation, etc. Of particular importance is the specification of what departmental or other resources are to be used.
- d. Expected Results: A statement of what possible outcomes may be derived from the study and potential relevance.
- e. Department Benefit: A brief summary of the benefits of the study as they relate to the discipline of Otolaryngology - Head and Neck Surgery.
- f. IRB: Appropriate "Institutional Review Board" and "Animal Care Committee" forms are part of the formal proposal, when applicable. IRB or IACUC approval submissions should be completed and submitted by October 15 of PGY-2.

The research proposal should include items A - F (above) and be the length of a single journal article less the *Results* section, with a maximum length of 10 type written pages (2500 words). This document will form the basis of the oral proposal presentation that will be presented to the advisory committee. The oral proposal should be equivalent to a professional meeting presentation, including relevant slides and or graphic materials.

IV. RESEARCH PROJECT COMMITTEE

During the development of the project, it is expected that the resident and the faculty advisor communicate with other faculty members for suggestions on the research design and technical details. A Research Project Committee should be established at least 12 weeks before the fellowship begins. The committee should consist of the Director of Research, the faculty advisor, and/or one (1) Otolaryngology - Head and Neck Surgery faculty member in addition to the advisor or, whenever feasible, 1 additional member preferably chosen from outside the Department.

The purpose of the committee is to review and critique the research proposal, to suggest modifications to the design and to formally accept or reject the project following the formal oral presentation by the resident.

The resident research project committee is also charged with establishing a schedule for periodic progress reports on the project, and written records of such reports will be the responsibility of the project advisor.

V. CORE GRANT SUBMISSION

All residents are expected to submit a CORE Grant application prior to completion of their research project. In order to have the grant evaluated by the PGY-3 year, the residents are expected to submit their grant application at the January 15 deadline during the PGY-2. In order to ensure that the grant is reviewed in an appropriate fashion prior to submission, A letter of intent for the grant should be given to the faculty mentor at least (2) weeks prior to the due date which is usually December 15. The grant should be given to the faculty mentor at least (2) weeks prior to the due date of January 15. **Failure to submit the letter of intent and grant by these deadlines will result in the resident taking vacation immediately to complete the submission in order to provide adequate time for faculty review.**

VI. TIME LINES FOR THE RESEARCH PROPOSAL

PGY-1

- Residents should begin the process of developing a research protocol during the first year of residency training. By the middle of the first year, residents should have an inclination as to the research avenue to pursue. This will assist the Director of Research and Chairman in seeking opportunities to fund such projects.

PGY-2

- It is expected that all residents will submit a CORE grant application during their PGY-2. In preparation for this, the residents should have selected a research mentor by the beginning of the PGY-2.
- August 15 – Deadline for submission of one paged Project Proposal Summary to include; Project title, Faculty mentor, brief description of project.
- October 15 – All projects requiring IACUC or IRB approval should have the proposal submitted.
- December 1 – Letter of intent for the Grant application should be submitted to faculty mentor for approval.
- December 15 – Deadline for submission of Letter of intent for the CORE Grants.
- January 1 – CORE Grant application should be submitted to faculty mentor for approval.
- January 15 – Deadline for submission of CORE Grant application.
- Consider secondary sources or funding and develop back-up plan for funding with faculty mentor. CORE grant selection should be made by May.

PGY-2 and PGY-3

- The Research Committee formation and preliminary activity should be completed within the following *minimum* time frame:

At least twelve (12) weeks prior to the anticipated beginning of the three (3) month research project rotation, the committee should be given a typed written copy of the faculty approved formal proposal and if necessary, a rough draft of the submission to the Institutional Review Board. The committee members should individually respond to the advisor and resident within four (4) weeks with comments or suggested modifications if necessary in the proposal. Within 4 more weeks, the resident should have a revised proposal back to the committee members. A formal oral presentation of the proposal should be scheduled in conjunction with the Director of Research no earlier than two (2) weeks after the committee receives the revised proposal. A checklist of project proposal deadlines follow on a separate cover.

VII. COMPLETION OF THE PROJECT

A formal manuscript suitable for submission to a peer-reviewed journal will be considered as the final segment in satisfactory completion of the research project. If the resident is able to compete for a position on a national program successfully, the Department will pay travel expenses for the resident to present the research. An oral presentation at a National meeting is a requirement of the fellowship experience as is manuscript submission.

Further, residents are required to complete the manuscript generated from work during the research fellowship within three (3) months of completion (i.e., beginning September 1: Completion of manuscript by March 31 of the following year). If extenuating circumstances prevent completion within this framework, a letter of explanation no later than four (4) weeks prior to project deadline must be submitted to the Director of Research. The letter should include the reason(s) for deadline failure, projected steps toward completion and the anticipated date of completion. A meeting with the advisory committee should be scheduled following submission of the letter to the Director of Research. Failure to comply will result in suspension of operating privileges.

Residents who fail to complete the six-month fellowship satisfactorily will not be permitted to graduate and sit for their board certification examination.

STEPS REQUIRED FOR COMPLETION OF THE FELLOWSHIP ROTATION

The following are minimum time guidelines for developing and submitting a topic for the four- (4) month Fellowship rotation. Residents are encouraged to develop topics earlier than the minimum guidelines indicated below. Signature sign-off is required. If Letter of Intent and Grant submission deadlines are not met, the resident will take immediate vacation until the proposal is completed and given to the faculty mentor. If other deadlines are not met, the resident will not be allowed to participate in surgical activities until the activity is completed.

TIME & ACTIVITY

All Residents Year 1

Research possibilities

(August 1 – PGY-2)

Discussion with OTO-HNS Faculty and Director of Research re: Research topics

_____ Date _____
Barry Strasnick, M.D., F.A.C.S., Director of Research

Topic Approval – submission of Project Proposal Summary

(August 15 – PGY-2)

Faculty reviews research topic, submission of proposal summary

_____ Date _____
Barry Strasnick, M.D., F.A.C.S., Director of Research

IRB/IACUC submission

(October 15 – PGY-2)

_____ Date _____
Barry Strasnick, M.D., F.A.C.S., Director of Research

Letter of Intent

(December 1 (to faculty mentor), December 15 (submission CORE Grant) – PGY-2)

_____ Date _____
Barry Strasnick, M.D., F.A.C.S., Director of Research

CORE Grant application

(January 1 (to faculty mentor), January 15 (submission CORE Grant) – PGY-2)

Barry Strasnick, M.D., F.A.C.S., Director of Research

Date _____

Fellowship Rotation Timeline – PGY-2 or PGY-3

12 weeks prior to Fellowship Rotation

- 1. Research Project Committee formed by Director of Research with input from Resident and Faculty Project Advisor.
- 2. Committee given a formal, typewritten copy of proposal.

(Faculty Advisor)

Date _____

Barry Strasnick, M.D., F.A.C.S., Director of Research

Date _____

8 weeks prior to Fellowship Rotation

Deadline for committee members to return proposal with suggestions and comments. Faculty advisor and resident discuss revisions.

(May 1 / Nov 1)

(Faculty Advisor)

Date _____

Barry Strasnick, M.D., F.A.C.S., Director of Research

Date _____

4 weeks prior to Fellowship Rotation Resident provides committee with revised copy of proposal.

(June 1/Dec 1)

(Faculty Advisor)

Date _____

Barry Strasnick, M.D., F.A.C.S., Director of Research

Date _____

2 weeks prior to Fellowship Rotation Formal oral presentation of proposal before Research Project Committee.

(June 15 / Dec 15)

(Faculty Advisor)

Date _____

Barry Strasnick, M.D., F.A.C.S., Director of Research

Date _____