

**THOMAS JEFFERSON UNIVERSITY HOSPITAL**

**DEPARTMENT OF ORTHOPAEDIC SURGERY**

**SPORTS MEDICINE FELLOWSHIP  
HANDBOOK**

**2019-20**

## I. INTRODUCTION

Congratulations and welcome to Thomas Jefferson University Hospital, Department of Orthopaedic Surgery, Sports Medicine Fellowship. This manual is to serve as a guideline and it will provide you with valuable information concerning your Sports Medicine Fellowship. The fellowship includes two medical centers and five attendings:

### **Thomas Jefferson University Hospital**

**Michael G. Ciccotti, M.D.**

[michael.ciccotti@rothmaninstitute.com](mailto:michael.ciccotti@rothmaninstitute.com)

The Everett J. and Marian Gordon Professor of Orthopaedic Surgery  
Chief, Division of Sports Medicine

Director, Sports Medicine Fellowship and Research

**Robert Frederick, M.D.**, Clinical Associate Professor, Sports Medicine

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**Peter DeLuca, M.D.**, Clinical Associate Professor, Sports Medicine

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**Kevin Freedman, M.D.**, Associate Professor, Sports Medicine

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**Paul Marchetto, M.D.**, Clinical Associate Professor, Sports Medicine

[paul.marchetto@rothmaninstitute.com](mailto:paul.marchetto@rothmaninstitute.com)

**Steven Cohen, M.D.**, Professor, Sports Medicine

[steven.cohen@rothmaninstitute.com](mailto:steven.cohen@rothmaninstitute.com)

**Christopher Dodson, M.D.**, Associate Professor, Sports Medicine

[christopher.dodson@rothmaninstitute.com](mailto:christopher.dodson@rothmaninstitute.com)

**Matthew Pepe, M.D.**, Assistant Professor, Sports Medicine

[matthew.pepe@rothmaninstitute.com](mailto:matthew.pepe@rothmaninstitute.com)

**John Salvo, M.D.**, Clinical Associate Professor, Sports Medicine

[john.salvo@rothmaninstitute.com](mailto:john.salvo@rothmaninstitute.com)

**Fotios Tjoumakaris, M.D.**, Associate Professor, Sports Medicine

Co-Director, Sports Medicine Fellowship

[fotios.tjoumakaris@rothmaninstitute.com](mailto:fotios.tjoumakaris@rothmaninstitute.com)

**Bradford Tucker, M.D.**, Assistant Professor, Sports Medicine

[bradford.tucker@rothmaninstitute.com](mailto:bradford.tucker@rothmaninstitute.com)

**Sommer Hammoud, M.D.**, Assistant Professor, Sports Medicine

[sommer.hammoud@rothmaninstitute.com](mailto:sommer.hammoud@rothmaninstitute.com)

**David Rubenstein, M.D.**, Assistant Professor, Sports Medicine

[david.rubenstein@rothmaninstitute.com](mailto:david.rubenstein@rothmaninstitute.com)

**Meghan Mattson** – Clinical Sports Coordinator [meghan.mattson@rothmaninstitute.com](mailto:meghan.mattson@rothmaninstitute.com)

**Kelly Quici** – Fellowship Coordinator [Kelly.Quici@Rothmanortho.com](mailto:Kelly.Quici@Rothmanortho.com)

The Rothman Institute  
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Philadelphia, PA 19107  
267-297-2440

We will outline on the following pages the things that you need to know and provide answers to the most commonly asked questions. After reading it, you should be familiar with your responsibilities with respect to your time commitments and coverage of office hours, surgeries, and after hour activities for both centers. We hope this manual will assist you during your time here with us.

## **I. WEEKLY SCHEDULE**

Your weekly schedule will be given to you upon your arrival the first day.

## **II. OFFICE RESPONSIBILITIES**

Your responsibilities in office hours are primarily to assist the physicians in evaluating patients. It is the fellow's responsibility to evaluate all new patients. The fellow is then responsible for evaluating x-rays if available, and obtaining new x-rays if indicated. A history and examination should be obtained and written in long hand on the blank paper accompanying the chart. The history should include facts related to the patient's problem or injury, the past medical history, past surgical history, review of systems, social history, allergies, and family history. Family history consists of history of heart disease, lung disease, diabetes, and cancer. The examination should be directed to the involved joint or extremity. The fellow is also responsible for seeing postop patients. The purpose of this postoperative visit is to assess the wounds. All arthroscopies have the sutures removed at week one. Arthroscopic photographs and drawings should then be reviewed in detail with the patient and all the patient's questions should be addressed. You should approach the patient as if the patient was your own patient and you should explain the procedure as well as the potential implications or consequences of the surgery. The patient is then seen with the attending.

Any cases that you may find particularly interesting can be saved for subsequent presentation to the residents. Also, you may file those interesting cases and obtain slides of the appropriate x-rays through the medical photography department.

### **On-Call Responsibilities**

#### **The Rothman Institute, Thomas Jefferson University Hospital**

At the Rothman Institute, the fellow is required to take three days per month phone call as first call. There will be an attending physician available as second call at all times.

#### **Lankenau Hospital**

At Lankenau Hospital, the fellow is not required to take emergency room call. The fellow, however, should have this beeper at all times and be available for any emergency sports medicine cases. The fellow's on-call responsibility is limited to making rounds on the Saturday and Sunday mornings that the attending is on-call for the hospital. This averages approximately 2 weekends per month and requires no more than 1-2 hours per rounding session at most.

### **III. OPERATING ROOM RESPONSIBILITIES GENERAL INFORMATION**

The appropriate charts on all OR cases should be obtained one day prior to surgery. Patients usually arrive one hour prior to surgery and initial surgical preparation begins 30 minutes prior to the scheduled operative time. It is your responsibility to be present for the initial set up. The fellow is expected to be at the operating room 30 minutes prior to the scheduled surgery time to begin preparations for surgery and to review the patient. The fellow is responsible for evaluating the patient in the pre-op holding area and for expediting the patient's delivery into the operating suite. A preoperative evaluation of every patient especially if patients are not seen in the office should be carried out. The fellow is responsible for a preoperative examination of the patient and also a discussion of the procedure to be undertaken. If ACL reconstruction is to be performed, all patients should have confirmation preoperatively of whether an allograft or autograft is to be used. Patients undergoing shoulder arthroscopy should be examined for weakness and range of motion. Patients undergoing rotator cuff surgery should specifically have weakness assessed as well as tenderness at the AC joint. Once anesthesia is induced, the appropriate examination should be carried out including assessment of joint range of motion and stability.

The following are OR responsibilities specific to each sports medicine center:

#### **Thomas Jefferson University Hospital**

##### Main OR

The main OR is located on the 7<sup>th</sup> floor of the Main Building. You should be present in the OR 30-40 minutes prior to the scheduled start time.

#### **Lankenau Hospital**

The operating room is located in the Main Hospital building on the 4<sup>th</sup> floor. The fellow is responsible to check with the operating room front desk to insure that the patient's paperwork for the day's cases are appropriate. The extensions are 2763 or 2764. Contact Jonette upon arrival to receive a locker and combination number. The fellow is responsible to make sure that the appropriate braces are available (e.g. rehabilitation braces for ACL reconstruction, Gun Slinger orthoses for posterior shoulder reconstruction). The fellow in conjunction with the resident is responsible for filling out all paperwork and evaluating the patients in the ambulatory unit (also on the 4<sup>th</sup> floor) to insure a stable discharge. The fellow is responsible for obtaining appropriate postoperative prescriptions.

#### **AtlantiCare Regional Medical Center**

The operating room is located in the main hospital building on the 2<sup>nd</sup> Floor. OR typically begins at 7:00am. The fellow is responsible for the cases in their assigned room for the day (including patient positioning, surgical prep, and surgical procedure).

### **IV. PATIENT ROUNDS**

Patient rounds include daily morning rounds and postoperative rounds. These vary from one sports medicine site to another:

#### **Thomas Jefferson University Hospital**

Daily rounds should be carried out on all sports medicine patients with appropriate orders and instructions given. Postoperative rounds should be carried out on all admitted operative cases after the patient arrives on the floor.

### **Lankenau Hospital**

The fellow is responsible for making rounds in conjunction with the resident. All dressing changes, notes, and discharge evaluations should be performed prior to all other activities except on Tuesdays and Wednesdays when these functions can be performed following morning conferences. The fellow is ultimately responsible to insure that rounds have been completed and should communicate any pertinent information to the attending prior to him making rounds. The attending may make rounds with the fellows and residents in the morning or may choose to round subsequently during the day.

**V. EDUCATIONAL CONFERENCES**  
**SPORTS FELLOWSHIP EDUCATIONAL PROGRAM**

- 1) Sports Medicine Journal Club/Cadaver Lab (Alternating)
  - 2<sup>nd</sup> Tuesday of every month (7PM – 9PM)
  - Sports Attendings, Sports Fellows
  - Review AJSM, JAANA, JBJs articles
  - Attending's home/Cadaver Skills Lab
  
- 2) Sports Fellow/Research Conference
  - 2<sup>nd</sup> Tuesday of each month (6:15AM – 7:30AM) – be prepared to discuss projects
  - Sports Attendings and Sports Fellows
  - Review research principles
  - Initiate research project selection
  - Review data collection
  - Edit for presentation and manuscript form
  - Rothman Institute, 5<sup>th</sup> floor, Historic Conference Room
  - Contact: Sports Research Coordinator
  
- 3) Combined Orthopaedic/Primary Care Sports Conference
  - 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Tuesday of each month (6:30AM – 7:30AM)
  - Sports Attendings and Sports Fellows
  - Review ACGME Sports Syllabus
  - Rothman Institute, 5<sup>th</sup> floor, Historic Library
  
- 4) TJUH Orthopaedic Grand Rounds
  - 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> Friday (7AM – 8AM)
  - All Attendings, Fellows, Residents
  - Rothman Institute, 5<sup>th</sup> floor, Historic Conference Room
  
- 5) TJUH Orthopaedic Morbidity & Mortality Conference
  - 3<sup>rd</sup> Friday of every month (7AM – 8AM)
  - All Attendings, Fellows, Residents
  - Rothman Institute, 5<sup>th</sup> floor, Historic Conference Room
  
- 6) Philadelphia Orthopaedic Society for Sports Medicine
  - This conference is held quarterly at 7:00 PM alternating between U Penn and TJUH/RI. This conference is case based by host site. This meeting is for all sports medicine physicians in the Philadelphia area and reviews a variety of sports medicine topics. Jefferson fellows will be asked to present cases at this meeting. At the end of the academic year, all sports fellows from the Philadelphia programs will present their respective research at this meeting.
  
- 7) Philadelphia Orthopaedic Society
  - This conference is held at 7:00 p.m. at the Philadelphia College of Surgeons, Center City, Philadelphia. Nationally prominent orthopaedic specialists are invited to discuss their area of expertise followed by a Q&A period. Fellows are invited to attend.

## VI. TEAM COVERAGE

A spectrum of high school, collegiate, amateur and professional teams are covered by the sports medicine attending staff. You will be involved in the pre-season evaluation and seasonal care of these athletes. Your attendance at professional games is not mandatory, but is recommended as your schedule and the attending physicians' schedule allows. This is an important aspect of your sports medicine training and should be thoroughly utilized.

Arrive approximately 1 – 1½ hours before athletic event; attire is jacket and tie for Monday through Friday; blazer and button shirt on weekends – confirm with Head Team Physicians; credentials and specific protocols for each team will be provided by Head Team Physicians. St. Joseph's University clinic is every Tuesday from 2:00 – 4:00 PM at St. Joseph's University, Michael J. Hagan Athletic Center, 5600 City Line Avenue, Philadelphia, PA 19131; Head ATC is Eric Laudano ([elaudano@sju.edu](mailto:elaudano@sju.edu)).

### Head Team Physicians:

**Dr. Michael Ciccotti:**

The Philadelphia Phillies Baseball Team (Medical Director) (MLB)  
St. Joseph's University Athletics (Medical Director) (NCAA)

**Dr. Steven Cohen**

The Philadelphia Phillies Baseball Team (MLB)

**Dr. Peter DeLuca:**

The Philadelphia Flyers Hockey Team (NHL)

**Dr. Christopher Dodson:**

The Philadelphia 76ers Basketball Team (NBA)

**Dr. David Rubenstein:**

Philadelphia Soul Arena Football Team  
Philadelphia Wings Indoor Lacrosse

**Dr. William Emper:**

Villanova University (NCAA)

**Dr. Sommer Hammoud:**

The Philadelphia Marathon  
St. Joseph's University Athletics (NCAA)

**Dr. Robert Frederick**

St. Joseph's University Athletics (NCAA)

**Dr. Matthew Pepe**

The Philadelphia Eagles Football Team (NFL)

## VII. RESEARCH

The Sports Medicine Fellow is required to initiate and complete at least one project during the fellowship year. Quarterly research meetings will be held with the sports attending staff. The following general schedule will be used:

Month #1:	Selection of project
Month #2:	Preliminary proposal/protocol
Month #3:	Pilot study results/initial data collection
Month #4:	Data collection update
Month #5:	Data collection complete/preliminary discussion
Month #6:	Written study

During your time at the Jefferson Sports Medicine you may also carry out research with Dr. Lynn Snyder-Mackler at the University of Delaware. Dr. Snyder-Mackler is the Head of the School of Physical Therapy at the University of Delaware. Her lab allows study to be carried out with EMG, Vicon, Force plate, and Instrom evaluations. You may also do biomechanical research at Drexel University.

### **Clinical Research Department – The Rothman Institute/Thomas Jefferson University**

Michael G. Ciccotti, M.D., is the Director of Sports Medicine Research at the Rothman Institute. The research department supports sports medicine projects by defining the project protocol and organizing necessary elements for the project. The support staff will provide specific data variables for the project, assist with patient recall and retrieves radiographs and medical record charts required for review. Statistical analysis for these projects is also provided. Assistance in the preparation of abstracts, manuscripts and posters is also available through the department. The Director of Research routinely reviews the status of all research projects with the individual resident/fellow.

There are five desktop computers, one laptop computer and two scanners. Two of these computers are set up with an interface for scanning and are strictly utilized for maintaining master dynasets of the data. One computer is utilized as a backup for accessing the data has Internet access and stores all project files abstracts and manuscripts. Two of the desktop computers and the laptop computer can be used to view and query copies of the datasets from the master database. Each of these computers also contains a database for direct entry and access of roentgenogram database tables.

All computers are equipped with Microsoft Office applications for word processing, spreadsheet, database and presentation capabilities. A statistical application, Stat View is also available. Two color printers and one black and white laser printer can be used with each of these computers.

## VIII. CASE/CATALOGUE/JOURNAL

The fellow should keep a list of all patients operated on during the fellowship year. On a monthly basis you should enter your cases into the ACGME/ADS Case Log System. The ACGME will give you a sign on and password at the beginning of August. Each month your cases will be reviewed by the Administrative Office to assure that you are entering your cases.

It is also recommended that you keep a personal journal of your time here, including all pertinent techniques, clinical diagnostic pearls, and cases of particular interest.

## **IX. FELLOW EVALUATION**

Evaluation of your progress through your year is an important aspect of this fellowship experience. At any time during the year, you may choose to meet with Michael G. Ciccotti, M.D., Director of the Fellowship, to discuss particular problems or concerns. Evaluations are done in New Innovation and completed by the faculty every four months and you will be asked to sign each evaluation acknowledging that you have seen your evaluation. You will also do evaluations in New Innovations on each faculty member. They are anonymous and placed in with the resident evaluations. You will meet on a regular basis with Dr. Ciccotti or Dr. Tjoumakaris to discuss your progress.

## **X. VACATION POLICY/TRAVEL ARRANGEMENTS**

The vacation policy for the Department of Orthopaedic Surgery house staff is as follows:

1. Each house staff officer receives four weeks of vacation per year.
2. There is no vacation during the last two weeks of June and the entire month of July.
3. Chief residents and fellows on the same service should make sure that vacations are not scheduled at the same time. A fellow or chief resident must be here at all times.
4. Requests for vacation must be submitted in writing to Susan Randolph at least one month in advance. No fellow or resident can be away without this form being completed and approved by Susan.
5. You are allowed one additional week for travel to meetings.
6. Vacation must be submitted in writing and given to the attending physician at each hospital. The Chief physician must approve your vacation prior to submitting a request for vacation form to Kelly Quici.

## **XI. DRESS CODE**

You will be expected to dress neatly for all activities during your fellowship. This usually includes a pressed dress shirt, dark jacket, dress slacks and polished shoes. No earrings or ponytails are permitted for male fellows. Each particular athletic event requires appropriate attire. Please discuss this with the appropriate staff member prior to attending the event. This is of particular importance for the professional teams.

## **XII. ADMINISTRATIVE SUPPORT**

The academic staff of the Department of Orthopaedic Surgery is located at 1025 Walnut Street, Suite 516 in the College Building, Philadelphia, PA. Ms. Kelly Quici, is the Administrator for the Department of Orthopaedic Surgery and Administrator of the Residency and Fellowship Program of the Department. Kelly is also Educational Coordinator for the Department. The academic office is willing to assist you with your office and research needs and will direct you to the appropriate people if necessary. Kelly will assist you with any problems you encounter or any help you need. The academic office phone number is (267)297-2440 and the fax number is (267) 479-1379

### **Thomas Jefferson University**

The Academic Office of the Department of Orthopaedic Surgery will coordinate your office needs when you arrive. There are two computers available for the residents/fellows use in the academic office. You may also use the fax machine and Xerox machine for business purposes at this office.

**The Rothman Institute**

Please see Deborah Bauer, Administrative Assistant, with regard to any work you need completed by the secretarial staff. . When fellows and residents see patients in the office or speak to them by telephone, it is required that a note be dictated for the patient's chart. Details regarding this will be provided.

**Lankenau Hospital**

Please contact Dr. Dave Rubenstein's secretary with regard to any work you need completed by the staff. It is required that when fellows and/or residents see patients in the office or speak to them on the telephone, a note must be dictated for the patient's chart.

Lankenau's office number is (610)649-8055 and their fax number is (610)649-4367.

### **XIII. MEDICAL RECORDS/DICATION**

Responsibility for medical records and dictation varies from site-to-site.

#### **Thomas Jefferson University Hospital**

The fellow is not responsible to dictate operative reports or discharge summaries.

The Rothman Institute patient records/charts are not to leave the office under any circumstances, including the OR. Patient records can be obtained through the filing staff in the Rothman Institute. Patient x-rays can be obtained through the x-ray department of the Rothman Institute. These x-rays can be obtained on patients being admitted. These x-rays should be kept separate from the hospital x-rays.

#### **Lankenau Hospital**

The medical record office is located on the 1<sup>st</sup> floor of the Main Hospital Building. The fellow is not required to dictate operative reports or discharge summaries unless requested by the attending. Thus, the fellow is rarely required to present themselves to the medical record department.

The fellow is also not required to dictate office notes during patient hours unless requested by the attending. Dictaphones will be provided to the fellow for dictation and the format of each dictation will be discussed by the particular attending.

Patient records should be requested through the secretarial staff at and Dr. Rubenstein's office and radiographs can be obtained from the radiology file room on the 2<sup>nd</sup> floor of the Hospital. The 4-digit extension is 2812 or 2813.

#### **XIV. Work Hours and Learning Environment**

The Thomas Jefferson University Sports Medicine Fellowship adheres to all ACGME guidelines regarding appropriate work hour restrictions of house officers and fellowship physicians. While on rotation, the fellow will be adequately supervised in the clinic and operating room by the attending physician of record. This supervision requires that the faculty member be present for all key aspects of surgical cases and decision making and planning for outpatient clinical office visits. The fellow will have access to the attending/faculty member on rotation at all times either by direct contact or by electronic or telephonic means. The fellow will have graded responsibility commensurate with their level of experience in both the operating room and office sessions. This level of supervision extends to the field of play while covering games off-site from Jefferson or affiliated facilities. At all times during game coverage, the fellow will have direct access to the head team physician of the team being covered through telephonic or direct person to person communication. The faculty member or head team physician is responsible for the fellow while they are on rotation or while providing sideline coverage. If, at any time, the attending physician is not available to provide supervision, he or she will arrange appropriate coverage for the fellow and directly communicate this to the fellow prior to any scheduled event or clinical session. The ultimate responsibility of patient care falls to the supervising faculty physician; however, it is expected that each fellow share in this responsibility and uphold the highest standards of patient care.

#### **XV. Clinical Competency Committee (CCC)**

The clinical competency committee is composed of three faculty members who are responsible for overseeing the fellowship trainees. The purpose of this committee is to provide critical feedback and performance based assessments to the program director regarding the performance and abilities of trainees in the fellowship program. The committee will meet semi-annually and review the evaluations of the current fellows in order to make recommendations to the program director. The committee will prepare an annual report and help to perform the milestone evaluations of the fellows during their fellowship experience. The committee can also recommend any adverse action that may be necessary, whether that be suspension, disciplinary action, and in rare instances, termination from the program. Appropriate documentation and the strictest adherence to confidentiality during all deliberations will be performed and upheld.

The current competency committee consists of:

Sommer Hammoud, MD (Chair)  
John Salvo, MD  
Paul Marchetto, MD

## **XVI. Program Evaluation Committee (PEC)**

The objective of the PEC is to oversee curriculum development and program evaluations for the sports medicine fellowship. The PEC will meet twice yearly to discuss:

- Educational programs of the fellowship (planning, implementing, evaluating)
- ACGME standards (compliance, etc.)
- Faculty and fellow evaluations of the program
- Fellow performance
- Faculty performance/development
- Graduate performance
- Program quality
- Clinical competency committee evaluations
- Progress in achieving goals from prior years action plan

The PEC will report and make recommendations to the program director based upon the aforementioned criteria and a yearly action plan will be developed for the fellowship program. The PEC will essentially perform annual reviews of the program; clinical fellow input is strongly encouraged in this committee.

The current program evaluation committee consists of:

Fotios Tjoumakaris, MD (Chair)  
Michael Ciccotti, MD  
David Rubenstein, MD  
Steven Cohen, MD  
Kevin Freedman, MD  
Chris Dodson, MD  
Matthew Pepe, MD  
Bradford Tucker, MD  
Peter Deluca, MD  
Robert Frederick, MD  
Sommer Hammoud, MD  
Paul Marchetto, MD  
John Salvo, MD  
Kelly Quici  
Robert Jack, MD (Fellow)

## **XVI. ADDRESS DIRECTORY**

### **Offices:**

<i>Center City</i>	925 Chestnut Street, 5 <sup>th</sup> Floor, Philadelphia, PA 19107
<i>Media</i>	Health Center 4, 1098 W Baltimore Ave, Media, PA 19063
<i>Lankenau Medical Center</i>	100 Lancaster Ave, Wynnewood, PA 19096
<i>Bucks (ROSH) Rothman Orthopaedic Specialty Hospital</i>	3300 Tillman Dr, Bensalem, PA 19020
<i>Marlton</i>	999 NJ-73, Marlton, NJ 08053
<i>Egg Harbor Township</i>	2500 English Creek Ave #1300, Egg Harbor Township, NJ 08234
<i>Washington Township</i>	327 Greentree Rd, Sewell, NJ 08080
<i>Hammonton</i>	219 N White Horse Pike, Hammonton, NJ 08037

### **Operating Facilities:**

<i>Riverview</i>	3 Crescent Dr #310, Philadelphia, PA 19112
<i>Vincera</i>	12th St & Constitution Ave, Philadelphia, PA 19112
<i>Bryn Mawr Surgery Center</i>	130 S. Bryn Mawr Ave Bryn Mawr PA, 19010
<i>Methodist Hospital</i>	2301 S Broad St, Philadelphia, PA 19148
<i>Nazareth Hospital</i>	2601 Holme Ave, Philadelphia, PA 19152
<i>Bucks (ROSH) Rothman Orthopaedic Specialty Hospital</i>	3300 Tillman Dr, Bensalem, PA 19020
<i>Atlantic Regional Medical Center</i>	65 W Jimmie Leeds Rd, Pomona, NJ 08240
<i>Atlantic Care Surgery Center</i>	2500 English Creek Ave #702, Egg Harbor Township, NJ 08234