Rotation Expectations and Objectives: Emergency Medicine

Students are required to read **ALL** expectations prior to orientation.

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<th>Orientation:</th>
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<tr>
<td>- On the first day of orientation, students will have the opportunity to ask any questions regarding these expectations and will receive any required materials. You will report to Tara Murphy at the Medical student office for your initial orientation and to obtain ID badges, etc. Please confirm the time with Tara.</td>
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<td>- After orientation, students must report to the ER at the time of your first scheduled shift.</td>
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<th>Documentation:</th>
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<td>- Students will be expected to document on the patients they evaluate. Notes are to be typed in Word or Word Pad. Although these notes will not become an official part of the medical record, documentation is expected for each patient to develop proficiency. You will be required to submit documentation of 4 clinical encounters to Dr. Chiganos for review prior to the end of the rotation. 2 comprehensive encounters and 2 problem-focused encounters are expected. All should be emailed to Dr. Chiganos.</td>
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<th>Grading and Evaluations:</th>
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<td>- Please seek feedback from the attending physician after the shift and give them an evaluation form to complete. The attending physician is to return these forms to Dr. Chiganos's Mailbox. You are required to turn in at least 10 forms with at least 8 from attending physicians.</td>
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<td>- Your schools evaluation form will be completed as soon as possible after all rotation requirements are met.</td>
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<td>- To receive a passing grade you will be expected to complete the required number of shifts, attend all student conferences and workshops. You must attain a minimum grade of 60/101 on the end of rotation written exam.</td>
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<td>- Students hoping to achieve an advanced/high-pass grade will (in addition to the above) also demonstrate a superior work ethic and attitude as well as excellent clinical skills.</td>
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<td>- To be considered for an honors grade, students will display exceptional work ethic and clinical skills and achieve a score of at least 80/101 on the written exam.</td>
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<td>Lectures/Conferences:</td>
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<td>You are expected to attend the University of Illinois at Chicago department of Emergency Medicine Conferences every Thursday morning from 7am-12pm. These are held at rotating UIC affiliated hospitals (Lutheran, Christ, Masonic and Mercy). If you are scheduled for an ED shift on conference day, please attend the conference and then report to the shift after conference has concluded. There will typically be a student workshop held during or following the conference. There will also be SIM-LAB student workshops.</td>
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<td>- Conference schedules can be viewed at <a href="http://emres.uic.edu/events/today/">http://emres.uic.edu/events/today/</a> <a href="http://emres.uic.edu/med-students/application-info/electives/">http://emres.uic.edu/med-students/application-info/electives/</a></td>
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<td>SIM LAB Schedule:</td>
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<td><a href="https://calendar.google.com/calendar/embed?src=2pstnjme3b7g2dhn82fr8jb7f8%40group.calendar.google.com&amp;ctz=America%2FChicago&amp;pli=1">https://calendar.google.com/calendar/embed?src=2pstnjme3b7g2dhn82fr8jb7f8%40group.calendar.google.com&amp;ctz=America%2FChicago&amp;pli=1</a></td>
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<tr>
<td>- Please contact Jennifer Ytem at UIC for conference details if they are not on the above link or emailed to you directly (<a href="mailto:JYtem@uic.edu">JYtem@uic.edu</a> or (312) 413-4598).</td>
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<th>Orders:</th>
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<td>Orders will be entered electronically through collaboration with the ED Attending or Resident physician.</td>
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<th>Patient Log:</th>
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<td>Please keep a log of the patients you see and any procedures you perform or assist with. Keeping a patient sticker works well or patient initials and MR# are adequate. Please turn these logs in at the end of the rotation via email to Dr. Chiganos.</td>
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<th>Procedures:</th>
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<td>Involvement in ED clinical procedures will be at the discretion and under the direct supervision of the ED attending or resident physician. Rotating students are expected to be exposed to and assist in common ED procedures such as wound repair, IV insertion, Lumbar puncture, Airway management, and medical and trauma resuscitations. Please maintain a log of procedures you are involved in.</td>
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<th>Physical Layout:</th>
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<td>The ED is divided into 4 teams. The Front Team includes the Rooms 4-10, as well as Trauma Room 3. The Side Team includes Rooms 11, 12, 14-18 and Trauma Rooms 1 and 2. Team A includes rooms 40-47. Team B includes rooms 30-37. The Pediatric Emergency Suite consists of Rooms 19-25. You will have the opportunity to be a part of the care team, working one-on-one with an ED attending physician and resident. You will be given a brief orientation to the department on your first shift by the ED attending or resident physician.</td>
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<th>Required Reading:</th>
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<td>The official reading assignment for the rotation is posted at the CDEM Website: <a href="http://www.cdemcurriculum.org">http://www.cdemcurriculum.org</a>. From the drop down menus, select &quot;Approach to&quot; and &quot;Specific Diseases.&quot; Clerkship Primer also a valuable resource.</td>
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<tr>
<td>Students should access the blog website of the UIC EM residence <a href="http://www.browncoatnation.com">www.browncoatnation.com</a>. This contains information about the EM weekly conferences and any pre-readings that are recommended.</td>
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<th>Scheduling:</th>
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<td>The available shifts are posted on a template calendar composed of 4 week blocks. There are 5 shift templates, each with 14 8-hour shifts with an equal distribution of night and weekend shifts. You will choose one of the available templates at orientation. Please contact Tara Murphy or Dr. Peabody with any questions or concerns. You will be allowed no more than 2 shift switches/changes during your rotation. These shifts changes will need to be approved by Tara and Dr. Chiganos so as to ensure no overabundance of students at any one time.</td>
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### Self Test:
- A final exam will be provided to non-UIC students for completion at the end of the rotation. You will be expected to take a final exam during the last week of your rotation. Please contact Tara Murphy to schedule a time during the week to take the exam. This will be considered in your overall evaluation.
- UIC students will sit for a shelf exam that will be administered at UIC, typically the last Friday of your rotation.

### Attendance/Absences:
- You are expected to be **on time** every day.
- You are expected to notify Dr. Chiganos and the Medical Student Office of any absences and/or tardiness. You will be required to make up missed shifts.

### Dress Code:
- You are expected to dress in a neat and professional manner. Business-casual attire or scrubs are acceptable. Please wear your white student lab coat and hospital ID at all times. Sandals or open-toed shoes are not allowed in the ED.
- Students may wear their personal scrubs or wear hospital scrubs. If wearing hospital scrubs, the student will be required to collect and return scrubs from the Linen Department located on the ground floor of the South Building. If no one is available in the Linen Room, please call Olivia at 847-723-5876.

### Hospital ID:
- Students will receive an ALGH ID or ID form on the first day of their rotation.
- Students must wear their ALGH ID’s while on rotation at ALGH.
- Students must return their ID’s to the Medical Student Office at the end of each rotation. The fee for lost ID’s is $25.
- Students will be informed during orientation if they have ID access to any units in the hospital. Any questions regarding unit access should be directed to the Medical Student Office and not to Public Safety.

### Information Systems Access:
- Students will receive a login to CareConnection ED.
- Student logins limit access to reviewing patient data. You can document and/or enter orders only in collaboration with the attending physician.

### Paging:
- Instructions on how to page physicians:
  1. From any in-house phone, dial 21-2000 or dial 847-723-2000 from an outside line.
  2. When prompted by PerfectServe, say the physician’s first and last name or last name only.
  3. Listen and respond to the prompts.
**Additional Requirements:**

- **Area Restrictions** – Students are not permitted to enter the resident lounges unless accompanied by a resident. Students are not permitted to enter the physician lounge unless accompanied by an attending (not a resident). In addition, students may not leave their belongings in these areas.

- **Dress Code** – Please see the attached guidelines.

- **Parking** – Students must park in the open surface lot across Dempster Street at the Luther Lane traffic light and must display the parking placard received at orientation. License plate changes must be registered with the Public Safety Office. ***Failure to follow parking protocol can result in a parking citation or dismissal from your clinical rotation.***
  
  o PLEASE NOTE: Parking has been reduced due to construction in the ER, and accessibility for our patients is a top priority.

- **Printing** – Students should not print non-patient-related information on the unit printers. Study materials can be printed from the library or the Computer Training Room on 8 South (the printer/copier is in the kitchen area next door). To ensure compliance with HIPAA rules, please retrieve your print jobs IMMEDIATELY after printing any patient information/lists. Please keep print jobs under 50 pages.

- **Professionalism** – Students must comply with all expectations set forth as a medical student, including HIPAA and OSHA regulations. In addition, students must conduct themselves in the manner expected of an Advocate employee.

- **Social Media** – Students cannot disclose Advocate’s confidential-proprietary information or a patient’s confidential information to any third party, including use of social media and other online forums.

**Amenities:**

- **Employee Health Center** – In a case of an accident, injury, or illness, students must report to the Employee Health Center in the East Pavilion. If your TB expires during a rotation, you can be re-tested at the Employee Health Center for a fee (excludes chest x-rays). Contact the Employee Health Center directly at (847) 723-5900. Hours are Monday-Friday from 7:00 am to 4:30 pm.
  
  o From 4:30 pm to 7:00 am, students must report to the ER for cases of accident, injury, or illness. If medical treatment is issued, please notify your Dean so that your insurance coverage can be initiated.

- **Fitness Center** – A student rate is available for monthly memberships. For more information, contact the Fitness Center at (847) 723-6138 or e-mail at lgh-fitness@advocatehealth.com.

- **Internet Access** – Students can access the internet/intranet from any hospital computer. To access the internet via personal devices (i.e. phones, laptops, tablets), students can use the hospital’s guest Wi-Fi network; the password-protected network and intranet are not available on personal devices.

- **Library** – The medical library contains specialty-specific texts, journals, and equipment and is located on 9 West. Any items checked out from the library must be returned before or on the day of checkout.

- **Locker Room (M4)** – The key pad code for the doors closest to the entrance to the M4 locker room on 2 South is 6475. This code will also allow access to the men’s bathroom in that area.

- **Medical Student Lounge** – Students are permitted to use the Medical Student Lounge, as long as their preceptor is aware. Students must comply with all rules posted in the Medical Student Lounge. The lounge is located outside the library on 9 West. The key pad code is 6464.
| The Advocate Experience: | • Advocate Health Care is on a journey of Always Being the Best. We accomplish this through the following initiatives and behaviors in which we expect everyone to participate. Thanks for doing your part in helping us on this journey!  
• **Owner vs. Renter** – Treat the inside and outside of your workplace like you own it. Pick up trash, stack up magazines, put things back where they belong and clean up after yourself. If you do not have the resources to resolve the issue, notify someone who does (spills, repairs, etc.).  
• **10/5** – Within 10 feet, acknowledge and make eye contact with coworkers, patients, and visitors; within 5 feet, greet the person verbally (e.g., “Hello”).  
• **I’ll Take You There** – When patients or visitors appear to be lost or confused, ask if they need help and walk them to their destination.  
• **Wins** – Start every meeting asking team members to share a positive personal or professional win (something that is going well).  
• **Behaviors of Excellence** – Be Responsive, Be Respectful, Be Professional, Be Accountable, and Be Collaborative. *Please see the attached guidelines.* |
DRESS CODE for RESIDENTS, FELLOWS and MEDICAL STUDENTS

ATTIRE for INPATIENT ROUNGING/PATIENT CARE

- Men: dress shirt, dress pants, dress shoes, (tie optional)
  - No cargo pants, jeans or shorts.
  - No t-shirts with lettering or graphics, hoodies or sweatshirts.
  - No sneakers, work boots, jelly shoes, flip-flops, casual sandals.

- Women: dress or business casual, dress shoes
  - No leggings and big sweaters, skirts shorter than 2 inches above the knee, jeans, cargo pants, sport capris or shorts.
  - No low cut tops, tank tops, t-shirts with lettering or graphics, hoodies or sweatshirts.
  - No jelly shoes, flip-flops, casual sandals, sneakers, high heeled knee high boots, open toed shoes.

- Lab coats MUST be clean. We provide a free dry cleaning service for resident and fellow lab coats.

- In the hospital, when wearing scrubs, lab coats must also be worn.

ATTIRE for ON-CALL or ER SHIFTS

- Scrubs or scrub pants with a plain long or short sleeve top.
- Scrubs should be covered with white lab coat when leaving designated areas.
- Scrubs should not be worn outside the hospital.
- Sneakers can be worn on-call or with scrub attire.

GENERAL APPEARANCE

- Long hair should be pulled back when providing patient care.
- Beards, sideburns and mustaches should be neat and trimmed.
- Avoid excessive use of perfumes/colognes that may cause an adverse effect on patients.
- Avoid excessive jewelry.
- Hospital ID should be worn face up, easily visible and above the waist. No stickers, pins, etc. should be attached to your ID.

updated CS 12/2016
Advocate Behaviors of Excellence

As an associate of Advocate Health Care, I am committed to living out our Mission, Values and Philosophy every day. In honor of our MVP and Vision, I pledge to follow our behaviors of excellence in all that I do to ensure that Advocate is the best place for patients to heal, physicians to practice and associates to work. I will always...

Be Responsive
- Make eye contact, smile and say hello
- Introduce myself by name, explain the care or service I will provide and communicate how long it will take
- Listen attentively and address each individual’s needs with kindness, patience, and respect
- Be proactive to anticipate and respond to the needs and expectations of others
- Acknowledge and address all forms of communication in a timely manner
- Take others to their destination
- Practice service recovery

Be Respectful
- Demonstrate respect for cultural and spiritual differences
- Stop gossip and resolve conflicts promptly and respectfully
- Reduce noise to maintain a professional setting and healing atmosphere
- Use personal electronic devices in an appropriate and considerate manner
- Provide timely updates to keep others informed
- Communicate in ways others can understand

Be Professional
- Represent Advocate positively through my actions and words both in and out of the workplace
- Act with integrity in every situation
- Maintain a clean appearance, wear professional attire, and position my badge where it is clearly visible
- Create a positive first and lasting impression
- Learn from experiences and seek new knowledge and skills
- Respect confidentiality and privacy

Be Accountable
- Take ownership to keep the inside and outside of our sites clean
- Utilize resources wisely
- Honor and follow through on my commitments
- Do everything I can to ensure the best health outcomes
- Practice the behavioral based expectations (BBEs) that ensure safety
- Contribute to department, site and system goal achievement

Be Collaborative
- Partner with others to provide exceptional service
- Manage up others by communicating their strengths and accomplishments
- Thank others for their contributions
- Make appropriate and effective handoffs