Rotation Expectations: Internal Medicine Clerkship

Students are required to read ALL expectations prior to orientation.

Orientation:
- On the first day of the rotation, students will have the opportunity to ask any questions regarding these expectations and will receive any required materials, such as schedules, logins, evaluations, etc.
- After orientation, students must page the attending/resident to whom they are assigned.

Call Schedule:
- Students are expected to take call with their assigned teams and see patients on weekends, depending on the call schedule. Call shifts are 7AM–7PM or 7PM–7AM on Saturdays and 7AM–7PM on Sundays. (NOTE: Call policy is subject to change.)
- Students are expected to perform 2 history and physicals while on call.
- Students will receive one meal card per call.
- The call room is located on 9 West, room 954. The key pad code is 2486.
- Students are only permitted to store their belongings in the call room while on call.
- All call rooms need to be vacated by 9:00 am for housekeeping to clean. Student should be storing all belongings in the locker provided on 2 South.

CMS Pilot Requirements:
- CMS students must review 2 CXR’s with a radiologist or teaching attending, fill out a report on each, and bring the reports to the Clerkship Director at the mid-term clerkship evaluation session.
- CMS students must set up interaction with an alternative health care professional – either shadow a nurse, physical therapist, dietician, etc. for 2 hours or accompany a patient to a test, physical therapy, etc. The complementary form must then be completed and shared with the Clerkship Director at the mid-term evaluation session.

Evaluations:
- Students are required to have a minimum of 3 evaluations completed for each 4 week period, with at least one from an attending. UIC students on the Ambulatory service are only required to collect one (1) attending evaluation.
- Students must ensure that the Medical Student Office receives the minimum requirement before or on the day of checkout.
- CCOM & UIC – Students are responsible for distributing and collecting their evaluation/s. Failure to do so will result in a grade of “incomplete.”
- CMS – Evaluation feedback is collected verbally by the Clerkship Director at the end of each ALGH block.

Faculty Scheduling:
- Students are scheduled to work with a team of residents with a supervising attending/chief resident.

History and Physical:
- A complete written history and physical needs to be submitted to the Clerkship Director within the first 2 weeks of the rotation.

Lectures/Conferences:
- All student conferences and lectures are mandatory.
- Students are expected to follow the Lecture Schedule and to check their email regularly for any schedule changes/updates.
- Students should page any lecturer that does not arrive within 10 minutes of their scheduled lecture time; also inform the Medical Student Office if the lecturer does not respond.

Last updated on 02/24/2017
### Mini-CEX:
- CMS & UIC Only – Students must be observed conducting a history, physical, or combo by a senior/junior resident or attending. These evaluations are to be recorded and submitted to your school at the end of the rotation.
- Total observations required: CMS (1), UIC (4) [combo counts as 2]

### Patient Care:
- Students should have first exposure to the new patients admitted to their service.
- Students are expected to see 3-5 patients per week and carry approximately 5 new patients on their service.
- Students will not be expected to pick up patients who have been worked up by other interns or students.
- Students will be expected to participate in all facets of patient care, which includes complete history and physical exams, daily charting, and participation in diagnosis and treatment.

### Patient Log:
- Students will be **required** to keep a patient log, including diagnosis and supervising attending. Patient logs should not include patient names or medical record numbers.
- Students must present their patient logs to the Clerkship Director during mid-term evaluations. Students must also submit a final copy of their patient logs to the Medical Student Office on the last day of the rotation.
- CCOM – Students must complete the form included in the orientation packet.
- CMS – Students must complete their patient logs online through their school’s website.
- UIC – Students must complete the form included in the orientation packet and submit their school’s patient logs to the UIC coordinator on the day of the shelf exam.

### Self-Evaluations:
- CMS Only – Students must complete a self-evaluation and midterm and submit them to the Clerkship Director at the midterm evaluation session.

### SIMPLE Cases:
- CMS & UIC Only – Students are required to complete 10 SIMPLE cases online by the end of the rotation. You should receive an email providing you access.

### Attendance/Absences:
- Students are expected to be **on time** every day (7AM), including weekends, if applicable.
- Students are required to notify the Medical Student Office and preceptor/s under circumstances of planned/unplanned absences or tardiness. All absences must be pre-approved by your medical school coordinator.
- Students are expected to notify the Medical Student Office and provide documentation of any scheduling conflicts between their rotation schedules and school-related conferences/exams/etc.

### 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 their own login for CareConnection (inpatient EMR) and PACS (x-rays and lab work).
| Pagers/Paging:                                                                 | • Students must carry their assigned pagers with them during duty hours and are expected to return pages immediately.  
• Students are responsible for keeping their assigned pagers in working order and must address any technical issues with the Communications Department on 3 South.  
• Students are liable for their assigned pagers and are expected to return them upon checkout. The fee for lost/damaged pagers is $20; $40 for text pagers.  
• 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. |
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| 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.***  
  • 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.
  - 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 ROUNding/PATIENT CARE

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

• Women: dress or business casual, dress shoes
  o No leggings and big sweaters, skirts shorter than 2 inches above the knee, jeans, cargo pants, sport capris or shorts.
  o No low cut tops, tank tops, t-shirts with lettering or graphics, hoodies or sweatshirts.
  o 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