Advocate Illinois Masonic Medical Center
Clinical and Research in Otolaryngology

Site Preceptor: Michael Friedman, MD
Site Contact: Research Fellow
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Coordinator Medical Student Affairs:
Teresa Johnson
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Reporting Time: 8:30AM
Location: First Day – Report to Conference Room 1801 located in the Main Hospital Building, First Floor for your mandatory orientation, followed by Department Orientation. (Stop by the Reception Desk for directions). If your first day falls on a legal holiday, contact Teresa Johnson for new orientation date.

Clinical and Research in Otolaryngology is a four-week elective rotation offered to Affiliated and Non-Affiliated Medical Schools.
- Students must be from a LCME or AOA accredited medical school.

Rotation Description:
During this rotation, students will spend time in the operating room, the outpatient clinic, and the research department. Students will be exposed to outpatients in all phases of treatment and are also expected to actively participate in the operating room, when appropriate. All students will be working closely with the research fellow and are expected to assist with one of the multiple clinical research studies underway during their rotation in a capacity that will allow their name to be added to a manuscript submitted for publication.

Students are also expected to participate in weekly Sunday morning research meetings.

Rotation Objectives:
- Acquaint students with the diagnosis, treatment, and follow-up of adult and pediatric patients with obstructive sleep apnea, sinus disease, head and neck cancer, hearing loss and otologic disorders, laryngeal disorders and cosmetic/reconstructive problems.
- Expose students to clinical diagnosis and surgical treatment of disorders of the head and neck.
- Review and increase the student’s knowledge of head and neck anatomy, obstructive sleep apnea pathophysiology, auditory physiology, and laryngeal physiology.
- Explain principles of clinical research so the student is able to apply those principles towards critical reading of published studies as well as participation in clinical investigations.

For approval, contact Research Fellow: Once approved direct all the required documents to Teresa Johnson at the Medical Student Affairs office.
- Phone: 773-296-3584
- Fax: 773-296-5051
- E-mail: Teresa.Johnson@advocatehealth.com

Orientation Requirements:
- Dr. Friedman has a Research meeting on Sunday morning with the Fellows and he would like you to attend. The meeting is typically 2 hours long. Please contact Research Fellow the Sunday before your scheduled rotation on time of meeting. (Contact via email or phone # (773- 289-1823.)

All students will require access to CareConnection (AIMMC’s web-based patient information system.) All web-based training sessions will occur on your first day of orientation. The following Computer Access Form will be needed to create an account (submit form with your application).
Link: http://www.advocatehealth.com/formsrequirements
- Access Form
  o CareConnection/Confidentiality Form
**Things to know:**

- Prior to starting rotation contact Research Fellow for rotation schedule.
- First day of rotation, see reporting instruction above.
- You will receive a hospital ID on your first day. This **MUST** be worn above the waist and visible.
- View mandatory Universal Protocol “Time out Video.” Video **MUST** be viewed before rotation start date. Students not complying with this protocol will **not be allowed to continue** their rotation.
- Mandatory - Complete the CareConnection (Web-Based Patient Access Database) computer-based training (CBT) within 24 hours of starting rotation.
- Mandatory - Neptune Surgical Fluid Waste Management System – View PowerPoint before rotation start date. Students not complying with this protocol will not be allowed to continue their rotation.
- Scrubs are available in the OR locker room – **Scrub Suit Policy will be included in Orientation packet emailed to students before their first day of rotation.**
- OR locker - will be assigned by the Office of Undergraduate Medical Education.
- Scheduled absences must be approved by Site Preceptor.
- Any unplanned absences must be reported to Research Fellow 773-289-1823.

**Parking Instructions and Fees**

If you decide to drive on your first day to AIMMC, we are requesting that you use the valet service available through the Main Hospital ramp.

- **Parking will be free for this day ONLY** - TO GET FREE PARKING, INFORM THE VALET ATTENDANT THAT YOU ARE A MEDICAL STUDENT.
- Once you receive your AIMMC Medical Student ID Badge, you will need to go to the parking office to receive a parking decal hang tag to place on your car. **You will also be asked for the make/model and license plate number.**
- Parking fee for Medical Students will be $40.00 a month or $20.00 Bi-Weekly with 24 hour access.
- **Payment must be either Cash or Check. Please make checks or money orders payable to “Standard Parking”**.
- Payment is done at the Standard Parking Office, which is located on the first floor of the Wellington Parking Garage, attached to the main hospital (along the train tracks). Office hours are M-F 8:00am to 5:00pm
- Students will be assigned to the Employee Garage *(located south on Wellington Ave, east of the CTA tracks)*. Once this Garage becomes full, they will be redirected to park in our overflow surface lot *(located on the corner of Wellington and Sheffield)*.
- Regular Parking Rates: 0-2 hours is $6.00; 2-4 hours $12.00; 4-6 hours is $14.00; and 6-24 hours is $18.00.

If you have further questions regarding parking, please contact the Parking Office at 773-296-5434.

**On final day of rotation:** The Student Clearance Form is to be completed and returned to the Coordinator Medical Student Affairs Office Room 1312 along with ID badge and parking permit hang tag if applicable.

**If Lost/Damaged – replacement fee is:** (Subject to change)

- ID badge $10.00