Advocate Illinois Masonic Medical Center
Diagnostic Radiology

Site Preceptor: Parinda Shah, MD

Site Coordinator: Paul Engelhardt
Email: Paul.Engelhardt@advocatehealth.com
Phone: (773) 296-8057
Fax: (773) 296-8640
After your initial reporting orientation with the Student Affairs Coordinator, your primary source of contact will be the Site Coordinator.

Coordinator Medical Student Affairs:
Maria I. Garcia
Phone: (773) 296-5945
Fax: (773) 296-5051
Email: Maria-I.Garcia@advocatehealth.com
The Medical Student Affairs Coordinator will do initial orientation and systems training.

Registration: 8:00AM
Hospital Orientation: 8:30AM
Location: First Day – Report to Advocate Illinois Masonic Medical Center Main Hospital Building located at 836 W. Wellington Avenue in Chicago. The Coordinator of Medical Student Affairs will email you the Reporting Instructions one week prior to the start of your rotation outlining the details of your mandatory orientation. Please note - contact the Coordinator of Medical Student Affairs for a new orientation date if your first day falls on a legal holiday.

Radiology is a four-week elective offered to Affiliate and Non-Affiliated Medical Schools.
- Students must be from a LCME or AOA accredited institutions.

Required Paperwork: MUST be submitted via email to Paul Engelhardt at least four (4) weeks prior to the rotation start date.

Rotation Description:
The student will attend daily resident educational conferences. The student will select a topic, research it, and present it in a brief presentation at the end of the rotation. The student will receive a Diagnostic Radiology text to review during the rotation and will be tested on the contents at the end of the rotation. The student will observe on four different areas of Radiology.
- Interventional Radiology
- ER
- GI/Abdominal Imaging
- Neuroradiology

Rotation Objectives:
- The student will know the basics of each section of Radiology.
- The students will connect the anatomy they have learned with the images viewed by the Radiologist or resident.
- The student will know how the department functions, with the technologists, Residents and Radiologists.
- The student will perform reading assignments according to the cases the student has observed.
- The student will demonstrate the ability to communicate knowledge to others at the end of rotation presentation.

Things To Know
- The Chief Resident will show you the department and take you to your first assigned Radiology section and resident.
• P.S. If you require any time off during your rotation, you **MUST** contact the department coordinator Paul Engelhardt at Paul.Engelhardt@advocatehealth.com **at least four weeks PROIR to the start of your rotation.**

• 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 four (4) weeks prior to rotation start date. Students not complying with this protocol will not be allowed to start their rotation.

• You will receive a conference schedule

• Locker is provided - **BRING A COMBINATION LOCK**

• Bring a clean, short student lab coat. Scrubs suit Policy must be followed. Student must comply with hospital attire regulations.

• The Site Preceptor before beginning of rotation must approve scheduled absences.

• Students do not take Night Call or come in on weekends.

**Daily Reporting In and Out Instructions:**

• There is a clipboard on the cabinet across from the coordinator’s desk in Room L203A that has a Sign In/Sign Out sheet on it. Students must sign in daily under their name with their time in and time out. Only the resident on their service, the Chief Resident or their Attending Radiologist can release them for the day.

• Students are expected to report to their respective services by 8:00a (7:00a on IR).

• Students are expected to sign in by 9:00 am and sign out when released.

**Days off Policy:**

• Any unplanned absences must be reported to the Student Coordinator, Paul Engelhardt, at 773 296-8057 and as with the student’s medical school. Additionally, the chief residents must be informed by email. As all unplanned absences must be reported to Medical Education, in the event of the Student Coordinator’s unavailability, call Maria Garcia at 773 296-5945.

**On final day of rotation:** A student clearance form is to be completed and returned to the Student Coordinator along with ID. The following is also required before completed performance evaluation is sent to the school. Failure to comply will require the student to return to complete Clearance procedure.

• The student will return the Radiology Textbook to the Coordinator and take exam

• The student will clear with the Coordinator that their School Performance Evaluation has been received and forward to the Preceptor for completion.

• Student must confirm to student coordinator that the padlock has been removed from locker in room G-415.

• The Student Clearance Form is to be completed and returned to the Site Student Coordinator along with ID badge, Textbook, and parking permit hangtag if applicable.

**If Lost/damaged - replacement fees are:** (Subject to change)

• ID Badge $10.00

• Parking Hang Tag $15.00

• Textbook $30.00