

# Rotation Information

## For Visiting Medical Students **2026-2027**

Welcome to Doctors Hospital - we thank you for your interest in our rotations and hope your time with us is educational. The following guide was created to help you prepare for your rotation - please read it carefully. We look forward to seeing you soon!

Sincerely,

**Paula Vasu**

Program Sr. Consultant

Paula.Vasu@OhioHealth.com

614.544.2094



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# Before Your Rotation

## On-Boarding

Between 4-6 weeks before their first rotation, students will receive an email from the site coordinator with an introduction and instructions to start their onboarding process, along with an email from: [OhioHealthRegistration@OhioHealth.com](mailto:OhioHealthRegistration@OhioHealth.com) to their school affiliated email address. This is their invitation to start the onboarding process at OhioHealth. Students will need to complete the invitation within 10 days of the invitation being sent, as it will expire.

Failure to complete the onboarding invitation by Tuesday prior to their first of rotation will be an automatic cancelation of the rotation.

## CareConnect Training (EPIC)

CareConnect training is part of your rotation. Information regarding this will be emailed to you prior to your start date. You must have this training completed when you arrive for orientation.

## New Innovations

A mandatory checklist from new innovations will be automatically sent 5 weeks prior to a student's first rotation at OhioHealth each academic year. The checklist will come from Z-OhioHealth: [support@newinnov.com](mailto:support@newinnov.com) . An email from the site coordinator will also be sent with New Innovations instructions.

Students will receive an email from the site coordinator for login information, and New Innovations will send a temporary password.

There will be an anonymous end of rotation evaluation for students to complete in New Innovations. This should be done within 2 weeks of the last day of your rotation.

## Scrub Training

If you are scheduled for one of the following rotations - ENT, General Surgery, OB/GYN or Orthopedic Surgery - you must complete an online module about surgical scrub protocol. Information regarding access to this will be emailed to you prior to your start date. After orientation, there is a mandatory Part 2 scrub training step to complete which is outlined in Appendix A at the end of this document.

## Housing

Students are responsible for their own housing arrangements.

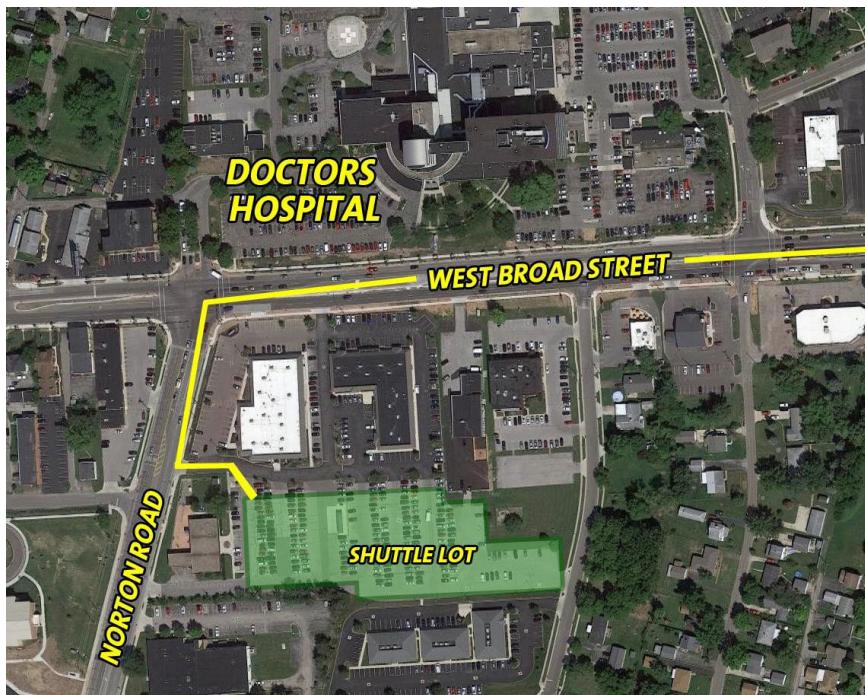
## Lactation Rooms

OhioHealth provides lactation rooms to support women balancing their return to work with their needs as mothers of young children. Lactation Rooms are available in the main hospital First floor, Room 103 and in The Heritage Center for Osteopathic Medical Education. Go to Medical Education Office to get the code for The Heritage Center Lactation Room.

# Arriving at Doctors Hospital

## Our Address

Doctors Hospital Department of Medical Education  
The Heritage Center for Osteopathic Medical Education  
5100 W. Broad Street  
Columbus OH 43228

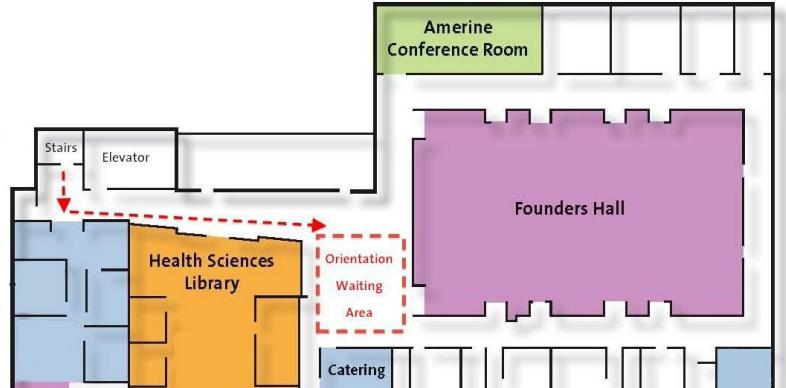


## Parking

All visiting students are required to park in the shuttle lot, located south of the hospital behind the medical offices located at 5141 W. Broad Street. Take the shuttle to its only stop.

## Getting to Founders Hall

Once inside the hospital turn left, go all the way down the hallway and turn right. Use the second elevator on the left (labeled Heritage Center) or the open staircase to the 2nd floor and you will see the Library to your left.



## Orientation

You are required to attend orientation at Doctors Hospital the first day of your rotation. Bring your school lab coat and school ID.

Orientation will begin on the second floor of The Heritage Center. Wait in the lobby area outside of the library. A staff member will begin your orientation at **8:00am**. NOTE - if your rotation falls on a Monday national holiday, orientation will be held Tuesday.

# Guidelines for Clinical Elective Rotations

OhioHealth Doctors Hospital Department of Medical Education Office serves as the primary point of contact and administration for your clinical rotation. In order to successfully complete and pass a clinical rotation, each student will need to comply with local policies and procedures. This includes a formal orientation the first day of service. On the last Friday of rotation, check-out is required and you must return your ID Badge and Medical Student Hangtag. You are not permitted to return to service once this is done.

If you become ill and cannot report for the day(s), it is your responsibility to contact the Preceptor prior to the start of your shift. If you fail to do so, your school will be contacted of your unexcused absence(s).

## **You must not start before your rotation's official start date.**

Failure to comply with this rule will lead to immediate termination of your rotation, and your removal from consideration for a residency at this hospital.

## Scope of Responsibility

The ultimate responsibility for patient care lies with the attending physician. As a medical student, you can expect to work under the direct supervision of a resident, fellow or attending physician. You may, in the presence of your supervisor, participate in patient examination and take medical histories. The attending physician must approve and submit every note or order the student writes for it to be used in the permanent record.

## Limitations

As a clinical student, you may respond only to the direction of a member of the Medical Staff to perform a procedure in the presence of that staff member. Any participation in performance of History and Physical Examination, progress note, etc. may only be performed under the direct supervision of a licensed physician, fellow or resident holding a temporary license and must be countersigned, dated, and timed within 24 hours by a licensed physician, fellow or resident holding a temporary license.

Under no circumstance should you, as a medical student, write orders or act as a scribe for a licensed practitioner (medical staff rules and regulations Section IV, Paragraph I).

Violations of this rule and a portion of the Medical Practice Act, Ref OAC 4731.41 could prevent you from being licensed in the state of Ohio and could constitute a charge of unprofessional conduct.

## Work Hours

Your typical day will begin at 7:00 a.m. and will end around 7:00 p.m. Variation of these hours is at the discretion of the attending physician and/or assigned resident. You shall not be required to work more than 12 hours per day unless your assigned duties have not been met, you have an emergency, or you are in the middle of a procedure or surgical case.

Your number of on-duty hours should not average less than 40 or more than 80 hours per week. Any additional hours spent on duty are on a voluntary basis only. If assigned night duty, you may work no more than 24 consecutive hours, which must be followed by a minimum of 12 consecutive hours off duty. You are to work no more than one night duty shift per week. If assigned night duty, you must be scheduled for a minimum of every other weekend off.

## Didactic Presentations

Much of your training will come from clinical experience with patients, residents, and attending physicians. To supplement

your clinical training, you are expected to participate in all didactics required by the preceptor/program. Morning conferences will vary according to the service you are on. Special lectures are offered in general to residents and students, but this is only on occasion.

## Professional Appearance/Student Identification

You are expected to wear a short clinical lab coat at all times while in the hospital. Your school ID as well as your Doctors Hospital ID badges will also be worn while on your rotation, displayed on either the pocket or the collar of your lab coat. Inappropriate attire includes, but is not limited to, wrinkled/unclean clothing, jeans, sweats, shorts, leggings or other casual attire. Your shoes should be clean and appropriate for your attire.

Scrubs are only permitted in surgery, special procedure areas, and obstetrics or when you are on night call. Surgical caps and shoe covers are required in sterile areas and in non-conductive areas. Due to strict OSHA requirements surgical caps, hoods, gowns, shoe covers and boots are not to be worn outside of the surgical and obstetrics area. You are not permitted to wear scrubs or other hospital assigned uniforms outside of the hospital. You will be responsible for returning all scrubs and other uniform attire to the proper receptacles.

Any deviation from the above conditions shall be at the discretion of the Doctors Hospital Department of Medical Education and/or your preceptor. Any questions or concerns regarding these conditions should be directed to Paula Vasu ([Paula.Vasu@OhioHealth.com](mailto:Paula.Vasu@OhioHealth.com))

# During Your Rotation

## Meals

### Doctors Hospital Café Hours (Located on the first floor)

Monday-Friday: 6:30am-2am

Saturday-Sunday: 7am-2am

Medical Students are not allowed in The Physician Dining Room.

## Medical Library

JR Costin DO Library

Phone: 614.544.2016

Staffed: M-F 9:30am-6:00pm

All other times access allowed by badge reader to the right of library door.

- Library materials may be checked out during staffed hours only.
- Materials must be returned by the last day of your rotation. Unreturned materials will be considered lost and you will be charged the cost of a replacement.
- Copy room is available for student use.
- 4 private study rooms are available on a first-come first-served basis next to the library.
- Do not leave items unattended in the library and study rooms.
- The library offers access within the institution to major resources as well our online catalog to access books and journals from the library web page.

## Technical Support

Problems with your OPID or other computer issues? Call Information Services at 614.566.4357

## Evaluations

It is the student's responsibility to see that the preceptor completes evaluations and other paperwork required by their schools. Doctors Hospital assumes no responsibility for student evaluations and required paperwork. We appreciate any feedback regarding your rotation here at Doctors Hospital.

## At the End of Your Rotation

### Check Out

**What to bring:** Doctors Hospital ID Badge and Medical Student Hangtag

**When:** Last Friday of the rotation

**Where:** Paula Vasu's office in the Medical Education Department. Our office is open from 7:00am-4:30pm. If the office is not staffed, leave your ID Badge and Medical Student Hangtag in the Medical Education After Hours Mailbox. The box is located outside the office doors in the back hallway, to your left as you enter the resident lounge.

Your rotation will be considered incomplete if this policy is not followed and your school will be notified.

If you check out Library Materials and the items are lost, you are responsible for the replacement cost.

## Appendix A: Scrub Training

Must complete an online module about surgical scrub protocol. Information regarding access to this will be emailed to you prior to your start date. After orientation, there is a mandatory Part 2 scrub training to complete.

Part 2 is only offered on Mondays. There will be a verbal quiz so be prepared to answer questions while you are training. If you do not pass, you will need to wait 1 week to retake (you will not be allowed to go in the OR or participate in scrubbing in on cases without Part 2 scrub training being completed).

### **ENT, GENERAL SURGERY (DH), OB/GYN and ORTHOPEDIC SURGERY (DH) ROTATIONS:**

Part 2 is only offered on Mondays at 9am at Doctors Hospital. A staff member will show you where to go for class which starts promptly at 9am.

### **ORTHOPEDIC SURGERY (RMH) ROTATION:**

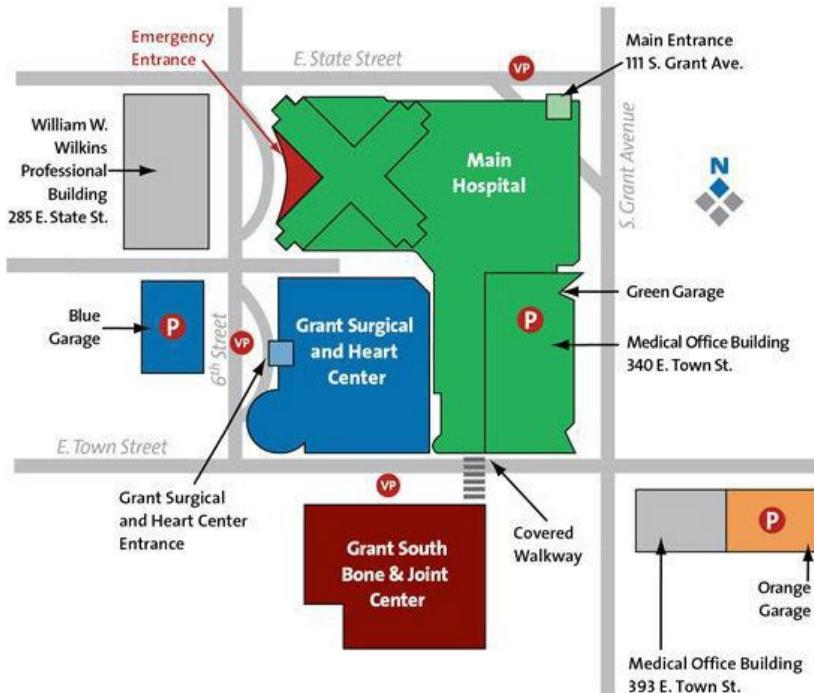
Part 2 is only offered on Mondays at 10am at Riverside Methodist Hospital. You must report to Wendy in the Medical Education office by 9:30am. Wendy will take you to the OR as class starts promptly at 10am.

### **GENERAL SURGERY (GMC) AND ORTHOPEDIC SURGERY (GMC) ROTATIONS:**

Part 2 is only offered on Mondays at 10am at Grant Medical Center. You must report to Dakota in the Medical Education office by 9:45am in your scrubs. Dakota will take you to the OR as class starts promptly at 10am.

**Dakota Bordner**  
**Grant Medical Education Department**  
323 E. Town Street  
Bone & Joint Building, 1<sup>st</sup> Floor  
Phone: 614.566.9706

**Parking at GMC**  
Rich Street Garage  
(Corner of E. Rich Street and  
S. Grant Avenue)



Questions? Call Paula Vasu 614.544.2094