

Rotation Information

For Visiting Medical Students *2017-2018*

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
Medical Student Coordinator
Paula.Vasu@OhioHealth.com
614.544.2094



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Before Your Rotation

Student Information Form

Complete the Student Information form located on our web page (link will also be sent to you) and email it to Paula Vasu within two weeks (14 days) of rotation acceptance.

Processing Fee

The \$50 processing fee is to be paid after you receive notification of acceptance for a requested elective. This fee is non-refundable and must be received within two weeks (14 days) of the date on the notification of acceptance. If the fee is not received within two weeks (14 days) of the date on the acceptance notification, your offer will be dropped and your spot will be forfeited. Do not send the processing fee until you have been approved for the rotation. No personal checks are accepted.

The only form of payment accepted is a Money Order or Bank Cashier's Check made payable to OhioHealth and mailed to:

Paula Vasu
Dept. of Graduate Medical Education
Doctors Hospital
5100 W. Broad Street
Columbus OH 43228

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.

Scrub Training

If you are scheduled for one of the following rotations- ENT, General Surgery, OB/GYN, Orthopedic Surgery, or Trauma Critical Care- you will need to complete an online module about surgical scrub protocol. Information regarding access to this will be emailed to you prior to your start date. Print out your scrub training certificate of completion and bring it with you to orientation at Doctors Hospital. Students taking an Orthopedic Surgery or Trauma Critical Care rotation have an additional step to complete which is outlined in Appendix A at the end of this document.

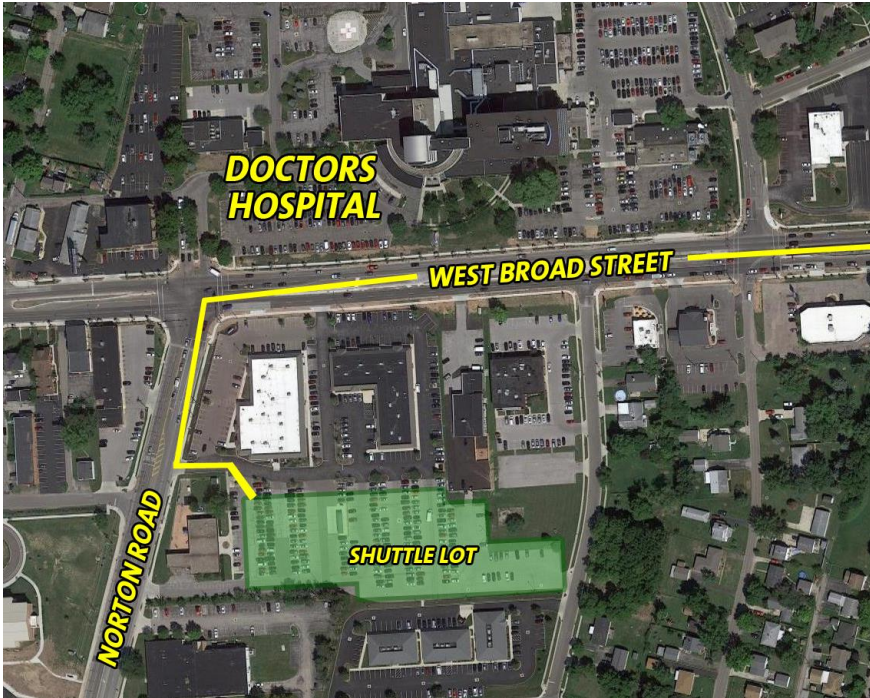
Housing

Students are responsible for their own housing arrangements. A list of residents with rooms for rent can be found at <http://bit.ly/1zcdGpw>

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

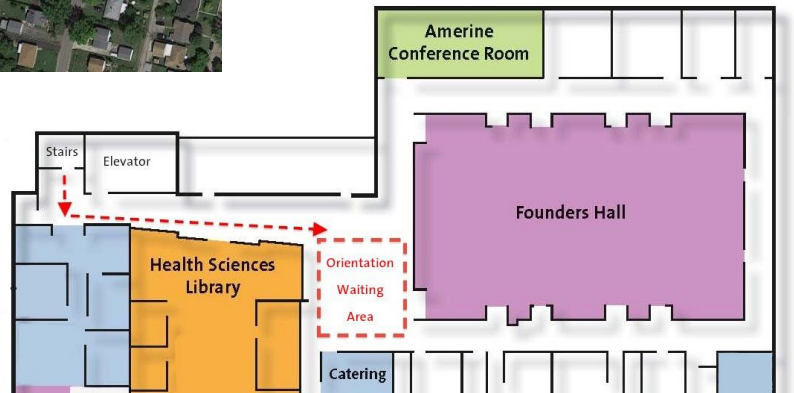


Parking

All visiting students are required to park in the shuttle lot, located south of the hospital. 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 at 8:00 A.M. on the first day of your rotation. Bring your driver's license or state ID (for use in security registration), your school lab coat and school ID.

Orientation will begin on the second floor of The Heritage Center. Please wait in the lobby area outside of the library until all students arrive. A staff member will begin your orientation at 8:00 AM. NOTE- if the first Monday of your rotation falls on a national holiday, orientation will be held the following day (Tuesday).

Guidelines for Clinical Elective Rotations

The 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 on the first day of service. At the end of your rotation, a formal check-out is required. You will be asked to turn in your ID badge, dining card etc. All rotations end no later than 3:00 PM on the last Friday of the rotation.

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 attendings. 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 at 614-544-2094 or Paula.Vasu@Ohiohealth.com

During Your Rotation

Meals

You will receive a \$50 dining card at the start of your rotation. The dining card can be used at Doctors Hospital, Riverside Methodist Hospital and Grant Medical Center. You are not permitted into the Physician's Dining Room (PDR) unless invited and accompanied by a resident, fellow or attending physician.

Doctors Hospital Café Hours

(Located on the first floor)

Monday-Friday: 6:30am-2am

Saturday-Sunday: 7am-2am

Medical Library

JR Costin DO Library

Phone: 614-544-2016

Staffed: M-F 9am-5:30pm

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

- Students may check out library materials 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.
- The copy room is available for student use and can be accessed via badge reader.
- There are 4 private study rooms that are available on a first-come first-served basis.
- Please do not bring food into the library, study rooms or computer room. Covered drinks are permitted.
- Do not leave items unattended in the library, study rooms or computer room.
- 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. There is also a dedicated OhioLink computer in the computer room.

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: Your Doctors Hospital badge and dining card *

When: By 3:00pm on the last Friday of your rotation. You may check out earlier than this, but no later.

Where: Paula Vasu's office in the Medical Education Department. If the office is not staffed, please leave your badge and dining card in the Medical Education after hours drop box. 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 the following items are lost, you are responsible for the replacement cost as indicated below.

Dining Card	\$10
Doctors Hospital/OhioHealth ID Badge	\$25
Library Materials	price of replacement

Appendix A: Scrub Training

ORTHOPEDIC SURGERY AND TRAUMA CRITICAL CARE ROTATIONS ONLY:

1. Take the online scrub training module (information regarding this will be emailed to you upon your acceptance of the rotation). Print out 2 copies of your scrub training certificate of completion and bring them with you to orientation at Doctors Hospital.
2. After orientation, as soon as you arrive at Grant Medical Center please bring your scrub training certificate to Nan Koch in the Medical Education Department (see below for address and directions) to turn in your certificate and get a parking pass. The scrub training certificate must be filed with the Grant Medical Center Department of Education before you report to the OR.
3. You will also need to complete a scrub training check at Grant Medical Center. This training is only offered on Mondays 10:30am-11:30am. Dressed in scrubs, please report to the 3rd floor surgery charge desk and ask for Lisa Parks, RN or Gail Ramm, RN. Any of the residents should be able to give you directions.

Nan Koch
Grant Medical Education Department
6th Floor, Suite 670
Wilkins Building
285 East State Street
Phone: 614-566-9706

Parking at GMC
Orange Garage
(Next to the Medical Office Building)
393 E. Town St.



Questions? Call Paula Vasu (614)-544-2094