

Course Director's Welcome Letter

Fall 2014

Dear Medical Student,

Welcome to Anesthesiology! Whether you are in the rotation for two weeks (ANES 302) or four weeks (ANES 380), we hope you find your time with us educational. Please **download and read all** other attached documents prior to reporting to your first lecture as they cover most of the frequently asked questions regarding rotation expectations. If you will not be completing the anesthesia rotation at this time, contact Maquita Irvin ASAP via email at mirvin@mfa.gwu.edu or by phone at 202-715-4753.

Please report to the ICU Fellows Lounge on ICU-5 of the hospital at 8am sharp on the first Monday of the rotation. This lecture day is designed specifically to introduce you to the basics of Anesthesiology. In addition, students rotating at GW are welcome to attend the junior residents' lecture series every Monday and Tuesday at 3:30 pm in the Anesthesia Library (2nd floor) and should attend the Anesthesia Grand Rounds every Wednesday at 7:00 am (Washington Room, Hospital Basement). You will be given a calendar at the beginning of the rotation indicating which lectures/Grand Rounds you should attend.

The clinical curriculum will start on the Tuesday of the rotation. **Starting this day, you are expected to be in the OR with your resident by 6:45 am.** You will be assigned a primary and a secondary (back-up) resident to work with. It is your duty to know the patients by doing their preoperative evaluation the day before and discussing the anesthetic plan with your resident. On rare occasions that both your residents are unavailable, it is your responsibility to find another resident or a single-posted attending to work with. Please note that not all cases are suited for medical student education—check with the resident or attending Anesthesiologist before signing up for a room. You are expected to arrive to the OR prepared, therefore, do not wait until the morning of surgery scrambling to find a room assignment. Contact Dr. David if you need help.

Activity Sheet: The last page of the **Course Goals and Objectives** packet is a mandatory **Student Technical Skill Checklist** that **MUST** be completed by all students and is a portion of your clinical grade. All procedures **must also be reported to the PxDx section of EValue.** (Please retain the hard copy of the Activity Sheet with Resident/Attending signatures, as this will be used to cross check with E-Value).

Written Evaluations: Written evaluations are mandatory to receive a clinical grade (at least 2 evaluations for ANES 302 students and at least 4 evaluations for ANES 380 students). It is your responsibility to secure these evaluations from the residents/attending that you worked with during the course of the rotation. Unfortunately, in the past, we have had problems with students giving our residents undeserved negative comments/evaluations when the residents did not award them an "Honors" grade. As a result, evaluations are now anonymous and should be submitted in a sealed envelope signed by the evaluator. However, you are still encouraged to discuss your performance with the resident/attending. You may either submit your evaluations to Maquita Irvin in the Anesthesiology Administration Office located on the hospital ground floor (G-105) or bring them to the exam. Do not wait until the last day to obtain these evaluations as some residents may be post-call and unavailable. **Note that you will not be allowed to take the exam until we have all of your written evaluations.**

Oral Presentation and Written Examination: The **last Friday** of your rotation is a half day (morning) in the OR and an exam day:

1:00 – 3:30 p.m. Case Presentations and Roundtable Discussion
3:30 – 4:30 p.m. Written Exam

Please report to Ross Hall (room to be determined) at 1:00 pm for the oral presentation and written examination. You have **ONE HOUR** to return your exam to the Anesthesia office (Hospital Ground Floor, G-105). When you return with the exams, please also turn in your Student Technical Skill Checklist, clerkship survey, and written evaluations (if we do not have them already). **You should not plan on being out until 4:30 p.m. at the earliest.**

Safety and Hygiene: Always observe Standard Precautions when caring for a patient. This means wearing eye protection and gloves when exposure to bodily fluids is possible. When starting IVs, dispose of sharps properly and do not recap needles. Wash your hands before and after procedures and patient encounter.

3rd Year Surgery Students Only: If your Shelf exam is scheduled for the same day as your Anesthesia exam, your Shelf exam is priority. The shelf exam is always the last Friday in the 8-week Surgery rotation at 9:00am-11:30am. You may take the Anesthesia written exam on another day during the same week with prior approval from Dr. David. Call Maquita Irvin at 202-715-4753 to schedule a time to complete the exam.

Visiting Students:

- All visiting students will **need to attend a mandatory half-hour training in our computer systems**. This training is offered at 7:30 AM the first Monday of the rotation in the **Washington Room** (hospital basement).
- **GWorld cards** (your university ID) can be picked up from the GWorld Office located on the 5th floor of the Marvin Center (21st and H Streets).
- You can pick up your **hospital IDs** from Hospital Security, located on the first floor of the hospital at **1:00pm** (Ask for Security Supervisor Michele Johnson if needed). You will receive a memo to retrieve this hospital security badge during Monday morning lectures. Failure to return your ID badge upon completion of the rotation will delay your grades being processed and forwarded to your home school.
- If you need **parking**, you will need to bring your GWorld card to Parking Services on H Street between 23rd and 22nd.
- Students wear green **SCRUBS**. Visiting Students will access the scrub machine on the 6th floor of the hospital – you are allocated three sets of scrubs. Please do this after the last lecture on Monday is over (**around 3:30/4:00pm**) to ensure enough time for you to be entered into the system. If you have any questions or concerns regarding scrubs, please stop by Environmental Services on the basement level of the hospital (take a right out of the elevator and a right down the first main hallway - all the way at the end) and ask for Debra and inform her that you are a visiting Anesthesia student – she will already have a list of your names. Failure to return the scrubs at the end of your rotation will also result in a delay in getting your grades to the Dean's Office.
- Please send (via email or drop off) to Maquita Irvin your school's clinical away **evaluation form**.

VA Students: The **VA** designation under your name indicates that you will complete your clinical rotation at the VA Hospital. Please note that although you are rotating at the VA, you still are reporting to GW Hospital on the first day for lectures and the last day of the rotation (***note:** you will spend a half day in the morning on the last Friday in the VA OR and then report to GW at 1:00pm for your exam and presentation). Please report, **in green scrubs**, to **Deborah Petway (Program Support Assistant)** in the **VA Hospital 2nd Floor Room 2A155 at 7:30 am**. Her contact number is (202) 745-8000, ext 58295. The operating room is **located on the 2nd floor**.

The Veteran's Administration Hospital is located at:

**50 Irving Street, NW
Washington, DC 20422
202-745-8607
Office: 202-745-8298**

No one will be excused from the first Monday (lectures) or the final Friday (exam and presentation) of the rotation. If you anticipate missing any part of the rotation for professional reasons (interview, scientific poster presentation, etc.), you must notify us in advance and will need to make up the days missed by doing a "late call" (staying until 8 pm). In the event of inclement weather, you are expected to make every effort to be present unless advised otherwise by the School of Medicine. No matter how poor the weather, most patients scheduled for surgery manage to arrive.

If you have any questions, please do not hesitate to contact us. We look forward to working with you in the OR!

Sincerely,



Marianne D. David, MD
Assistant Professor
Associate Medical Student Clerkship Director
Department of Anesthesiology and Critical Care Medicine
George Washington University