Welcome to your 4th year clerkship in Emergency Medicine!

Consider this a four-week capstone seminar to your medical school experience – a chance to practice and refine your abilities as a physician. The skills and knowledge base that you have acquired in the past three years will be challenged and improved daily in your Emergency Medicine experience. The clerkship features multiple different educational opportunities:

- Clinical shifts in urban Emergency Departments
- ACLS training (Georgetown students only)
- Simulation Center didactic session
- Emergency Medicine Residency Lecture Series
- Medical student focused didactics
- Online CDEM textbook

The clerkship leadership team can be reached through Theresa Plater or by emailing the following email address:
guhemclerkship@gmail.com
• Online EM Student Lecture Series
• National Capitol Poison Control Center didactic session

Fixed required dates: (see the master clerkship calendar for exceptions)
• First week of each block: Monday – 8a-5pm, Simulation Lab, Suture Workshop, ACLS and Orientation – SITEI Sim Center
• First week of each block: Tuesday - 9am - 11am, Orientation for students rotating at Holy Cross only
• Last week of each block: Friday – Final exam, Group 1: 9am, Group 2: 11am – BACC Library classroom (downstairs)

Clerkship Objectives
Developed from the ACGME core competencies, including patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice

1. Improve speed, efficiency, and focus of history and physical skills in the assessment of undifferentiated patients
2. Foster development of comprehensive differentials from an emergency medicine perspective, with focus on most lethal, most common, and most likely diagnoses
3. Achieve competency in the assessment of common Emergency Medicine patient chief complaints – abdominal pain, altered mental status, chest pain, gastrointestinal bleeding, headache, poisoning, respiratory distress, shock, trauma and orthopedic injuries
4. Improve confidence in designing and enacting treatment plans, and developing dispositions, both for patients with undifferentiated complaints and with a specific disease process.
5. Become comfortable/adept at the assessment and repair of traumatic lacerations
6. Achieve procedural competency in peripheral access, Foley catheterization, and nasogastric tube placement
7. Actively participate in airway and arrhythmia management, central line placement, incision and drainage of abscesses, lumbar punctures and joint dislocation management
8. Recognize the role of EM in the community, including access to care and its impact on patient care.
9. Recognize when patients should be referred to the ED, and the importance of adequate follow-up plans for discharged patients
10. Practice rapid establishment of rapport with patients, and practice interpersonal and communication skills with patients, consultants, and primary care doctors
11. Exhibit professionalism including work ethic, timeliness, honesty and integrity in patient care, accountability, and cultural sensitivity
12. Achieve ACLS certification (Georgetown students only)
13. Demonstrate a breadth of knowledge regarding acute medical care of the topics outlined in the course textbook by passing the written exam

The EM clerkship is comprised of the following MANDATORY requirements, which will be discussed further below:
1. Course Orientation
2. Simulation Lab (includes suture workshop)
3. Holy Cross Orientation (if rotating at Holy Cross)
4. 13 Clinical Shifts (11 if rotating at Holy Cross)
5. Teaching Shift
6. Middlerankship Feedback
7. Medical Student Didactics Day
8. Attendance at 1 Resident Didactics Day
9. National Capital Poison Control Center Day
10. Final Exam

The EM clerkship **OPTIONAL** opportunities are as follows:

1. Extra Content Activities
2. End of Rotation Feedback

**Course Orientation**

Unless otherwise noted in the master calendar, EM Course orientation is embedded into the Simulation and ACLS Day occurring on the first day of the rotation in the SiTEL Learning Center (See Simulation Lab section below for directions).

**Holy Cross Hospital Orientation**

- When you arrive, please park in the Main Hospital Parking Lot, NOT the Physician’s Office Building Parking lot. There is a substantial difference in cost between the two lots.
- Also, when you arrive, please WAIT in the HC Emergency Department Lobby. Dr. Delvecchio or one of his staff will come find you there. Do not try to find his office!

**Clinical Shifts - Scheduling**

Students will complete 13 clinical shifts (11 if rotating at Holy Cross Hospital) during the block divided between two sites. All students will spend 2 weeks at two of our three sites: Medstar Georgetown University Hospital (GUH), Medstar Washington Hospital Center (WHC) or Holy Cross Hospital (HCH). Most shifts at WHC and GUH are 9 hours. HCH shifts may have some variability in length, but none will exceed 12 hours. If you are rotating at HCH, you will complete your required shifts there, and 7 shifts at either WHC or GUH. Further information regarding the clinical sites follows at the end of this document.

Of the 13 shifts, a minimum of two will be overnights (11pm to 8am) and three will be weekends (Friday 11pm until Monday 7am). A weekend overnight shift satisfies both requirements. There is a requirement of at least 10 hours off between shifts for all sites. Your schedule will be complete by orientation on the first day of the rotation and not before. Holy Cross schedules will be created at the HCH orientation. Students are required to complete all 13 clinical shifts during their assigned block, and grade penalties will be incurred if this is not accomplished (see Grading below). You may make requests for time off (up to 3 days total during most blocks and up to 5 days total during interview season) prior to the rotation. Although the final exam is scheduled for the last Friday of the clerkship, scheduled shifts may take place up to the last Sunday of the clerkship.

This Clerkship will use ShiftGen for schedule management purposes. ShiftGen can be accessed at the following www.shiftgen.com with the following login:

- Login: guhemclerkship@gmail.com
- Password: clerkshipschedule

Any shift schedule changes must be made by noon on orientation day and must be approved by the clerkship leadership team. Further schedule changes will not be permitted.

**Clinical Shifts - Expectations**

Students are teamed with an attending and often a senior resident, and are encouraged to carry 3-4 patients at a time. Expectations include initial evaluation, management during data collection, procedures, and decision making with regard to final disposition. Consider yourself the patient’s primary caretaker and follow through from the beginning of the encounter until the patient departs the ED. Students are limited to writing on the left-hand portion of the first page of the chart (to satisfy Medicare regulations) but should not hesitate to be actively involved in all aspects of patient care.

- Please be on time for each shift. If you are unable to make a shift in the event of an emergency or will be late for any reason, please notify the attending on duty in the Emergency Department at the clinical site and email the clerkship leadership.
- Introduce yourself to the supervising attending and residents at the beginning of each shift.
- Please participate in the transfer of care (sign-out) between attendings/residents at the beginning and end of each shift.
- Prior to departing each shift, please close the loop (pending labs/imaging and critical details) on remaining patient care details for all patients whose care you are involved.
• Please dress professionally for all clerkship activities. Appropriate attire includes a clean white jacket and either professional dress or matching scrubs. No open toed shoes, shorts, or jeans are permitted. See below for further dress code details.

**Dress Code**
The dress code is business casual at a minimum whenever at a MedStar or clerkship facility. Blue jeans, flip-flops, shorts, and tank tops are not allowed per institutional policy. This dress code should be honored at clinical shifts, didactics, conferences, or any activity at a MedStar or clerkship-affiliated site such as the SiTEL simulation center.

**Evaluation of Student Clinical Performance**
The attending or senior resident should provide individual feedback after each shift utilizing ACGME core competencies. At the end of your shift, please ask the attending and/or senior resident you worked with to complete an evaluation form on paper and/or online at m.evals.io. This is for both evaluation purposes as well as attendance. The paper evaluations for the first clinical site should be submitted to Theresa Plater by the second Wednesday of each block. The remaining paper evaluations should be submitted after the final exam or by the Monday following the end of the clerkship.

**Teaching Shifts**
The senior resident will meet with a small group of students for a four-hour teaching session in the emergency department. This will involve ECG and radiology review, case discussion, and procedural opportunities. Your feedback on this experience is greatly appreciated. Each student will participate in one teaching shift. Please be prepared to discuss and present a case that you have seen in your EM rotation, which you found interesting, exciting or challenging.

The teaching shifts will typically be scheduled on Tuesdays and Fridays from 9a-1pm. Your scheduled teaching shift will be indicated on the calendar distributed at orientation and will not show on the Tangier or ShiftGen website. All teaching shifts will start at the Washington Hospital Center in the Emergency Department Conference Room directly next to the Main ED unless otherwise indicated. It is acceptable to work a 3-midnight ED shift directly after the teaching shift. You are not permitted to work an overnight shift and must leave at 11 pm prior to your scheduled teaching shift to allow for duty hour compliance (minimum of 10 hours between shifts). An additional clinical shift will be required in order to fulfill the clerkship requirements if the scheduled teaching shift is missed, as teaching shifts cannot be rescheduled.

**National Capital Poison Control Center**
National Capital Poison Control Center is located in Northwest DC, two miles north of Georgetown SOM. You will spend a half-day (~3-4 hours) on site learning about toxicology and the services provided by poison control. This serves as an excellent supplement to your prior toxicology exposure. You will need to call in advance to schedule your shift. Please be sure to have the attendance record signed before you leave. The contact information for the National Capital Poison Control Center is as follows:

3201 New Mexico Ave NW, Suite 310
Washington, DC 20016
202.362.3867

**Simulation Lab and ACLS**
The initial simulation program is 90 minutes and you will rotate through 2 different stations: Suture Skills Lab and a Simulated Patient Safety Experience.

**Advanced Cardiac Life Support (Georgetown students only)**
Students will complete ACLS on the first day of the course. All students MUST complete the online component of ACLS prior to arrival at the Simulation Center. You will not be allowed to complete the ACLS course that day if you have not completed the online component. Please note that the online component takes between 4-6 hours to complete so plan accordingly.

• Location: SITEL Clinical Simulation Center, 4000 Connecticut Ave, NW
  o Near the Van Ness–UDC Red line Metro stop, at the corner of Connecticut Avenue and Van Ness, on the street level of the IntelSat Building. Please enter through the doors at the bottom and to
the left of IntelSat’s main entrance - Do not walk up the large two story outdoor staircase. There is garage pay parking under the Giant grocery store, on Veazey Terrace just off Connecticut Avenue.

Emergency Medicine Residency Didactics
Residency didactics are every Thursday morning from 9am to 1pm alternating between Georgetown University and Medstar Washington Hospital Center. Students are required to attend one didactic day as scheduled by the clerkship team and indicated on the master calendar given at orientation. In the event that a student does not attend the scheduled didactics day, completion of an additional clinical shift will be required to fulfill the course requirements. Students are welcome to attend additional didactics if desired and not scheduled for a conflicting clinical shift. Students may not miss their assigned clinical shift to attend additional didactic days. Please be on time and remember to sign in as the sign in sheet serves as your attendance record. The didactics location will also be indicted on the clerkship calendar given at orientation. It is acceptable to work a 3-midnight ED shift directly after the didactics. Students are not permitted to work an overnight shift and must leave at 11 pm the night prior to your scheduled didactics day to allow for duty hour compliance (minimum of 10 hours between shifts/activities).

Medical Student Didactics
Medical student didactics are typically held on the second Wednesday of each block from 2pm to 4 pm at Georgetown University unless otherwise indicated. The date, time, and location will appear on the calendar distributed at orientation. Students are required to attend and sign in to indicate attendance. In the event that a student does not attend the scheduled didactics, completion of an additional clinical shift will be required to fulfill the course requirements. Students are not permitted to work an overnight shift prior to the didactics to allow for duty hour compliance (minimum of 10 hours between shifts/activities).

Extra Content Opportunities (Optional)
During the course of the rotation, students are given the opportunity to spend time in one of the many areas of subspecialty and interest within Emergency Medicine. Students are provided with a list of opportunities during their orientation, and may select any one opportunity still available that does not conflict with their clinical schedule or violate duty hours. Students may not miss their assigned clinical shift to attend these opportunities.

Required Text – Online Clerkship Directors in Emergency Medicine (CDEM) Curriculum
www.cdemcurriculum.org

This curriculum covers the material on the final exam, and also will provide you a substantive review of important topics in emergency medicine. It would likely be beneficial to you to read these chapters early in your rotation for a clearer sense of how to approach your patients in the emergency department. Please carefully study all modules under the two submenus:

The Approach To:  
Abdominal Pain  
Altered Mental Status  
Cardiac Arrest  
Chest Pain  
Gastrointestinal Bleeding  
Headache  
Poisoning  
Respiratory Distress  
Shock  
Trauma

Specific Diseases:  
Cardiovascular  
Endocrine/Electrolyte  
Environmental  
Gastrointestinal  
Genito-urinary  
Neurological  
Psychiatry  
Pulmonary  
Sepsis

Online Lecture Series
All students also have access to an online lecture series via Sitel. There are 12 lectures with short quizzes. These are optional, but should be beneficial, particularly if viewed early in the clerkship. The series will be released by SiTEL and should be available under "My Curriculum" once you have signed into SiTEL.

EM Exam Preparation
Students should log onto www.saemtests.org to access a fairly large databank of questions related to the EM clinical experience. Each student should have received an email from saemtests.org with a login and password to
open this bank. You will also need this to take the EM final exam at the end of the rotation. If you have not received a login/password contact Mrs. Plater as soon as possible.

**Alternative Resources**

Recommended textbooks for further reading:


**Clerkship Evaluation**

A clerkship is a constantly evolving entity. At the completion of the course, students will be asked to complete evaluations via CoursEval, GU’s online Clerkship evaluation tool. This evaluation is your legacy to future students at Georgetown University School of Medicine. The Clerkship team will review all evaluation comments, and as far as is feasible, will endeavor to incorporate suggestions when revising the Clerkship each year. This is a reliable way to contribute your comments anonymously and ensure that they will be reviewed and acted upon when appropriate. The Clerkship team also welcomes students’ comments and suggestions on the general Clerkship structure and specific classes as issues arise during the Clerkship. Students should feel free to contribute these through e-mail. Again, *submissions are anonymous; candor makes responses more useful.*
### Final Exams & Grades

The final exam will be on the last Friday of the block in 2 different sessions in the BACC classroom in the SOM, at 9am (group 1) or 11am (group 2). The written exam is a multiple-choice test with questions based on the course reading.

Your final grade will be a reflection of all aspects of the rotation. For Georgetown students, passage of ACLS is mandatory to receive a final grade. The percentage breakdown:

- **Clinical Performance** 65%
- **Written Exam** 25%
- **Professionalism** 10%
  - Attendance at all assigned lectures, simulation lab and teaching shift
  - Work ethic and enthusiasm
  - Professional dress in the clerkship
  - Professional interactions with patients and staff
  - Being prompt for clerkship activities

### Incompletes:
A grade of incomplete will be given for any student who does not complete the required number of clinical shifts and clerkship activities within the 4-week rotation. The incomplete will be removed once the student has completed shifts during the allowed make-up period.

### Penalties and grade assignments:

- If you are unable to complete the clerkship requirements during the assigned block dates, or you do not turn in your paperwork with Mrs. Plater within 72 hours of the end of the block, an **Incomplete** will be placed on your transcript until your requirements are satisfied.

- If you are unable to complete all of your clinical shifts (13) and the other clerkship requirements during your assigned block, there will be a **5% deduction** from your overall grade, and an **Incomplete** will be placed on your transcript until your requirements are satisfied.

- Any shifts or other clerkship requirements not completed during the block **must be completed within 28 days of the final day of the block** – if you have not completed your requirements and turned in your paperwork to Mrs. Plater by this point, a **Fail** will be placed on your transcript. Remaining shifts must be completed by December 23 for Blocks 1-5 (Fall Semester), and by 1 week before Graduation for Blocks 7-10 (Spring Semester), or a **10% deduction** will be taken from your overall grade, and a Fail will remain on your transcript until the requirements are satisfied. Note that even if you later complete the requirements, your transcript will permanently reflect the Fail, and a Pass by Remediation grade will be entered.

### Mid Clerkship Feedback

After the first half of the ED rotation, students will receive brief, personalized, formative feedback. A scheduled meeting with a designated EM faculty member, Norine McGrath or Janet Smerick, will provide you the opportunity for clarification of expectations and suggestions to improve performance on the rotation. It is the student’s responsibility to schedule their session at orientation. You are required to complete a mid-clerkship self-assessment form **in advance** of the scheduled mid-rotation feedback session. You need to bring your completed self-assessment form with you to the meeting. Blank self-assessment forms can be found in the

### Grade Explanation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
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<tbody>
<tr>
<td><strong>Honors</strong></td>
<td>Exceptional performance Top 10-15% of the class</td>
</tr>
<tr>
<td><strong>High Pass</strong></td>
<td>Above average performance Next 20-25% of the class</td>
</tr>
<tr>
<td><strong>Pass</strong></td>
<td>Average performance 50-55% of the class</td>
</tr>
<tr>
<td><strong>Low Pass</strong></td>
<td>Marginal or minimal satisfactory performance Bottom 5-10% of those passing</td>
</tr>
<tr>
<td><strong>Fail</strong></td>
<td>Unacceptable performance requiring remediation</td>
</tr>
<tr>
<td><strong>Incomplete</strong></td>
<td>Incomplete documentation or performance of required clerkship components</td>
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clerkship materials toolbox located on the medical students page of our program website:
http://georgetownemergencymedicine.org/medical-students/medical-student-clerkship

End of Clerkship Feedback (Optional)

At the end of each block on the day of the examination, students will have the opportunity for formative feedback. An open door policy will be in effect between the hours of 11am and 2pm on a first-come first-served basis.

Georgetown University School of Medicine
2015-2016 Fourth Year EM Clerkship Schedule

<table>
<thead>
<tr>
<th>Block 1: July 6 - August 2</th>
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<tbody>
<tr>
<td>Sim Center</td>
<td>July 6</td>
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<tr>
<td>HC Orientation</td>
<td>July 7</td>
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<tr>
<td>Final Exam</td>
<td>July 31</td>
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<tr>
<th>Block 2: August 3 – August 30</th>
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<tbody>
<tr>
<td>Georgetown</td>
<td>Aug 3</td>
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<tr>
<td>Sim Center</td>
<td>Aug 10</td>
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<tr>
<td>HC Orientation</td>
<td>Aug 4</td>
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<tr>
<td>Final Exam</td>
<td>Aug 28</td>
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<tr>
<th>Block 3: August 31 - Sept 27</th>
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<tbody>
<tr>
<td>Sim Center</td>
<td>Aug 31</td>
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<tr>
<td>HC Orientation</td>
<td>Sept 1</td>
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<tr>
<td>Final Exam</td>
<td>Sept 25</td>
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<tr>
<th>Block 4: September 28 – Oct 25</th>
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<tbody>
<tr>
<td>Sim Center</td>
<td>Sept 28</td>
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<tr>
<td>HC Orientation</td>
<td>Sept 29</td>
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<tr>
<td>Final Exam</td>
<td>Oct 23</td>
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<tr>
<th>Block 5: October 26 - Nov 22</th>
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<tr>
<td>Sim Center</td>
<td>Oct 26</td>
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<tr>
<td>HC Orientation</td>
<td>Oct 27</td>
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<tr>
<td>Final Exam</td>
<td>Nov 20</td>
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<table>
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<tr>
<th>Block 6: Nov 23 - Jan 3</th>
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<td>Sim Center</td>
<td>Nov 23</td>
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<tr>
<td>HC Orientation</td>
<td>Nov 24</td>
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<tr>
<td>Final Exam</td>
<td>Dec 18</td>
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<tr>
<th>Block 7: January 4- Jan 31</th>
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<td>Sim Center</td>
<td>Jan 4</td>
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<tr>
<td>HC Orientation</td>
<td>Jan 5</td>
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Final Exam  Jan 29  9a & 11a

**Block 8: February 1 – February 28**

- Sim Center  Feb 1  8a - 5p
- HC Orientation  Feb 2  9a - 11a
- Final Exam  Feb 26  9a & 11a

**Block 9: February 29 – March 27**

- Sim Center  Feb 29  8a - 5p
- HC Orientation  Mar 1  9a - 11a
- **Match Day**  March 18
- Final Exam  Mar 25  9a & 11a

**Block 10: March 29 – April 24**

- Sim Center  March 28  8a - 5p
- HC Orientation  March 29  9a - 11a
- Final Exam  Apr 22  9a & 11a

Make-up (if needed): 04/26 - 05/09

**Emergency Medicine Clinical Sites**

**Medstar Georgetown University Hospital**  
[http://www.georgetownuniversityhospital.org](http://www.georgetownuniversityhospital.org)

Georgetown University Hospital is a 500 bed community hospital with over 35,000 emergency department visits per year, of which 17% are pediatric visits. GUH specializes in tertiary care in multiple specialties, as well as primary care for residents of Georgetown.

The emergency department is staffed 24 hours with a single attending, and 16 hours a day with a second physician. In addition, many afternoons have pediatric attending coverage as well. Patients are of mixed acuity, will all levels of acuity in the same clinical area.

**Logistics**

At Georgetown, there is a grey metal locker for personal belongings located outside Mrs. Plater’s office door. It is accessible at all times during your shifts. Please do not leave your belongings in the nurses’ break room.

**Medstar Washington Hospital Center**  

Medstar Washington Hospital Center is a Level 1 Trauma Center for adults with over 800 inpatient beds and well over 80,000 emergency department visits. WHC is the region’s burn center and specializes in tertiary care in cardiology, oncology, specialty surgery and primary care for residents of the District of Columbia.

The emergency department at Medstar Washington Hospital Center is divided into several geographical **zones**, each comprising a team of nurses with a single attending physician. You will be assigned to a team where you will be paired with an attending and occasionally a resident during your shift. The teams are color coded with Red, Green and Blue teams running 24 hours a day. The Blue team is unique in that it is managed by both a senior resident and an attending – your presentations will predominantly be directed towards the senior resident on this team.

**Logistics**

The Parking Office will no longer validate parking tickets for students that do not have ID badges. All students are to report to the ID Badge Office immediately when they arrive at the MWHC. The ID Badge Office closes for lunch between 12:00 and 1:00 p.m., and for the day at 3:30 p.m. After you receive the ID Badge, you should report to the Parking Office before 4:30 p.m. to get your parking hang tag.
Students should fill in the requested information on the Parking Request form – Automobile Year, Type, Tag #, State, etc. before they turn in the form to the Parking Office. Please include your CELL PHONE NUMBER on the form, in case the parking office needs to contact you.

The badges are to be returned to Mrs. Plater at the end of the rotation. There is also a drop-box outside her office in the event of her absence.

**Holy Cross Hospital**  
http://www.holycrosshealth.org/index.aspx  
Holy Cross Hospital is a 450 bed community hospital in Silver Spring with over 80,000 emergency department visits per year with a quarter of those visits pediatric. Unique aspects of this hospital are separate Pediatric and Senior areas of the ED. Rotations include shifts in the main department, as well as the pediatric department.

The emergency department is staffed 24 hours with 2 attendings, and up to 5 during peak hours. Patients are divided out as to acuity, and students have an opportunity to work in all areas, including procedures in the fast track area. You must return your parking pass at the end of the rotation, or your colleagues will be unable to park in the following block.

**Logistics**  
**Please return your HC Confidentiality form to Mrs. Plater when requested**  
Orientation with Dr. Delvecchio is **MANDATORY**. Students will complete 50-60 hours of clinical time during the 2 weeks at Holy Cross. Shifts may vary in length, and specific requirements are discussed at orientation.

**Site Coordinator**  
Julie Williamson  
williaJu@holycrosshealth.org  
HCH Main ED Number: 301-754-7500  

**Site Director**  
James Delvecchio, MD  
delveja@holycross.org

**Student Support**

**Student Handbook.** The Georgetown University School of Medicine Student Handbook contains both general policies and academic policies. It is available online at [http://som.georgetown.edu/studentservices/administrative/studenthandbook/](http://som.georgetown.edu/studentservices/administrative/studenthandbook/)

**ADA Accommodations.** The School of Medicine is committed to providing an environment that is supportive of students with physical or psychological disabilities and gives such students the opportunity to succeed academically. Students who believe that they may have a disability are encouraged to contact the Georgetown University Learning Services office, which provides services to students with learning disabilities, including physical disabilities, and psychological disabilities. The office’s phone number is 202.444.0684. Information is also available on the web at [http://www.georgetown.edu/student-affairs/caps/learning.html](http://www.georgetown.edu/student-affairs/caps/learning.html).

**Counseling and Psychiatric Services (CAPS)** When students experience life events or academic pressures that leave them feeling anxious, confused, lonely, angry, depressed or overwhelmed, they can seek assistance at the Counseling and Psychiatric Services (CAPS) office. When those feelings persist for more than just a few days, it is often helpful to speak with an unbiased "objective" professional. If you wish to know more, information is available on the web at [http://www3.georgetown.edu/student-affairs/caps/index.html](http://www3.georgetown.edu/student-affairs/caps/index.html).

**Dean of Students.** If you have academic or personal concerns or questions, contact the Dean of Students, Princy Kumar, MD, directly (kumarp@gunet.georgetown.edu), Direct Line: 202-687-8514, or Pager: 202-405-2283.

**Change in Military Status.** If you are called to active military status, contact Clerkship Director immediately to make arrangements for completing the Clerkship.

**Communication with Faculty**  
Questions about logistics, direct questions, comments, or concerns about the clerkship should be directed to the Clerkship team at guhemclerkship@gmail.com or the Clerkship coordinator, Theresa Plater via email at blackt@gunet.georgetown.edu or phone at 202-444-0684 (office).

The clerkship team members are also available to meet in person. Please email to arrange an appointment.
To ensure that your email will not be lost in the large volume of email received, please use the following convention for the subject line
SUBJECT: EMERGENCY MEDICINE, your last name, your issue (e.g. XXX, Smith, request for appointment)

**Academic Honesty and the “Code of Professionalism”** You are expected to abide by the School of Medicine “Code of Professionalism. The expectations include the application of academic integrity and honesty in your class participation and assignments; and that you will listen without bias or preconception to the ideas of your classmates, while giving them, as they give you, the benefit of opportunity to test out ideas and opinions in an educational environment of trust and openness. The GU statement is located in the Student Handbook at http://som.georgetown.edu/docs/Handbook%20Appendix%20O.pdf

- **Cheating** - Dishonesty of any kind with respect to examinations, Clerkship assignments, alteration of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists.

- **Plagiarism** - Plagiarism is the using of other’s words or ideas as your own without giving credit to the original user. This is a serious offence that can result in failing grades on papers or in classes and even in expulsion from the university or legal action. It is expected that all students correctly credit information gathered from others. You are expected to take care not to use - intentionally or unintentionally - work by others. If you have questions about how to handle a particular situation, please get in touch with me.

- **Disciplinary Action** - We need to take this opportunity to review with you Georgetown University School of Medicine’s expectations regarding professional behavior during testing, and to remind you that any violations of the Code of Professionalism may result in **serious consequences, up to and including suspension and dismissal.**

Any student found engaged in cheating, aiding in cheating, plagiarism, or any other unfair practice or violation of the testing guidelines will be dealt with immediately and strictly according to University policies. The violation of this rule will be considered violations of the Code of Professionalism and may result in very serious consequences, up to and including suspension and dismissal. Complete information is available in Appendix Q http://som.georgetown.edu/docs/Handbook%20Appendix%20Q.pdf of the GU SOM Student Handbook available at http://som.georgetown.edu/studentservices/administrative/studenthandbook/.

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*You will be asked to certify that you have read and understand these policies.*
Welcome to the National Capital Poison Center!

Dear Student,

Please call at least one week ahead (202) 362-3867 to schedule your 4 hour visit. You can come anytime from 9a-9p, 7 days a week.

Your Primary goals during this visit:
• Learn how the poison center staff uses their resources to recommend treatment strategies
• Focus your attention on a few specific and common poisons.
• Familiarize you with the reasons to call the poison center in the future

Resources

There are over 300 toxicology books in the shelf over the Poison specialists’ desks. Directly across the room are file cabinets with thousands of journal articles. Feel free to investigate, but please return things to the location you found them.

The Poisindex is a huge database of poison information that you will learn to use during your stay. It can enable you to identify a pill by identifying qualities such as color, shape and unique markings.

Poisons

During the four hours at the poison center you should:
• Complete 4-5 Toxicology Case work sheets. Examine the accompanying “exhibits” and ask for the answers after you have completed the sheets.
• Listen to phone calls on the tape machine and fill out log sheets for about 20 calls. Include the symptoms the patient manifested and the management recommended. For patients with no symptoms, describe the symptoms the patient would have experienced, had they been seriously poisoned.

If you have any recommendations for future rotators, or special activities in which you would like to become more involved, please let us know! (202) 362-3867

Work hard and enjoy your time here,

Cathleen Clancy, MD
Associate Medical Director

Toby Litovitz MD
Director

National Capital Poison Center
3201 New Mexico Avenue, NW Suite 310
Washington, DC 20016
Administrative line (202) 362-3867
Fax (202) 362-8377

Parking: We do not validate parking at any of the nearby parking lots. Parking is available on the streets in the surrounding area. Note that some street locations require that you move your car after two hours.
Students: Please return this completed form to the clerkship coordinator, Mrs. Plater, when you submit your completed shift evaluations. This will verify that you have successfully completed your poison center requirement.

This statement is to verify that:

______________________________________________________________

completed the designated four-hour rotation at

(Student name)

National Capital Poison Center on

______________________________________________________________

(date)

______________________________________________________________

(signature of NCPC staff member)

______________________________________________________________

(printed name of NCPC staff member)