

Botsford Hospital
EXTERN GUIDE

MEDICAL EDUCATION
28050 Grand River Avenue
Farmington Hills, MI 48336
(248) 471-8824 • (248) 615-7293 • (248) 471-8822
Fax: (248) 471-8837 or (248) 471-8835

We would like to welcome you to Botsford Hospital and hope that the time spent here will be enjoyable, as well as educational. The following reviews some basic information on hospital and departmental policies.

This information has been organized with the cooperation of the various hospital departments and is intended to serve as a guideline while rotating at Botsford Hospital. Specific department requirements and procedures may change from time to time.

330 BEDS

NUMBER OF INTERNSHIP POSITIONS: 46

Internships

Option I

- Emergency Medicine
- Family Practice and OMT
- Family Practice/NMM
- General Surgery
- Internal Medicine
- Obstetrics & Gynecology
- Orthopedic Surgery
- Otorhinolaryngology & Orofacial Plastic Surgery

Option II

- Diagnostic Radiology
- Neurology

Option III

- Traditional Rotations

Residencies

- Dermatology
- Diagnostic Radiology
- Emergency Medicine
- Family Practice and OMT

- Family Practice/OMM
- General Surgery
- Internal Medicine
- Neurology
- Obstetrics & Gynecology
- Orthopedic Surgery
- Otorhinolaryngology & Orofacial Plastic Surgery
- Podiatry
- Urologic Surgery

Fellowships

- Cardiology
- Gastroenterology
- Infectious Disease
- Nephrology
- Osteopathic Manipulative Medicine + One
- Pulmonary Critical Care Medicine
- Spine Surgery

Medical Student Guidelines

REPORTING FOR DUTY

On the first day of the rotation, all students report to Shari Hunt in Medical Education at 8 a.m. for a brief orientation and to obtain an ID badge.

LOCATION OF HOSPITAL

Botsford Hospital is located on Grand River Avenue between Middlebelt Road and Eight Mile Road (from I-96 follow M-5 East). The Hospital campus is located behind the Botsford Inn. The address is 28050 Grand River Avenue, Farmington Hills, MI 48336.

HOUSING

We provide dormitory-type housing for students, except for MSUCOM base students. Make sure to arrange housing with the Medical Education Office at (248) 615-7293, as space is limited.

MEALS

Meals are provided for the students while on duty: \$15 daily/ \$75 weekly. Name badges will be issued and used to swipe at the cafeteria registers to purchase food.

DRESS CODE

All students wear short white lab coats. Male students wear a dress shirt and tie. Exceptions to this rule will be made only when a student is on a service that requires wearing a scrub suit.

LENGTH OF SERVICE

All services must be scheduled for a minimum of four weeks, with the exception of Radiology, Anesthesia and ENT, which may be scheduled for a minimum of two weeks.

LOCATION OF SERVICES

With the exception of Pediatrics, ENT, and Urology all services will be scheduled exclusively at Botsford Hospital. Students assigned to Pediatrics, ENT, and Urology will spend time at Botsford Hospital, as well as in Botsford affiliated physician offices.

HOURS OF WORK

Day shift-7a.m.-7p.m. or as designated by immediate supervisor.

SCHEDULING OF SERVICES

Medical Education, in conjunction with other departments, arranges extern schedules. Botsford Hospital has a formal affiliation agreement with Michigan State University College of Osteopathic Medicine (MSUCOM). Priority is given to MSUCOM students completing their base rotations at Botsford Hospital. Please contact Shari Hunt at (248) 615-7293 or email- shunt@botsford.org to schedule all rotations.

SCHEDULES

The Extern Schedule includes nights and weekends. Schedules are completed monthly and may be obtained from the Medical Education Office at (248) 615-7293.

EXCUSED ABSENCES

Should an emergency arise (medical, academic, or personal), it is mandatory for the student to notify his/her immediate supervisor, as well as the Medical Education Office at (248) 615-7293. For any absence that extends more than two days, due to medical reasons, we require that the student be examined by their personal physician or by the Emergency Department physician at Botsford Hospital. The ED report must be forwarded to the Medical Education Office. This is not meant to be punitive, but rather to ensure that a potentially serious illness to the student or patient be treated immediately and effectively.

SURGICAL ROTATIONS

Students are required to attend a mandatory in-service on scrub procedures for ALL surgical rotations. The scrub procedure class is at 6 a.m. in the main O.R. on the third floor, report to the Pre-Op area. *Students who do not attend the scrub procedures class will not be allowed to start their rotation.*

WEEKEND AND NIGHT SHIFT ASSIGNMENTS

Students must complete all of the assigned shifts to pass the rotation. The Intern, Resident, or Attending to whom the student is assigned must sign off on all shifts. Blank 3x5 note cards are available in the Medical Education office for this purpose. It is the students' responsibility to include the shift and date on the 3x5 cards (i.e. Jane Doe, July 10, 20xx, Pediatric weekend shift). All completed 3x5 note cards must be turned in to Medical Education.

Internal Medicine and Subspecialty Medicine

Students will be assigned one weekend day per month to help the H&P Officer with history and physicals. This will be a 1-7p.m. shift. Students should report to the H&P Officer on the day assigned.

Students will be scheduled for one night shift during the month. The student will work with a House Officer for the entire night after their day shift duties have been completed. The student may leave at 1p.m. post call. Contact the House Officer to find out where to report.

Students will be assigned one late hit (5-7 p.m.) per month. The student should report to the H&P Officer on the day assigned.

Pediatrics

Students will be assigned one weekend (Saturday and Sunday) to round with the Pediatrician and write notes on assigned pediatric patients. Contact the Attending pediatrician on call to find out when and where to report.

Students will be assigned one late hit (5-7 p.m.) per month. The student should report to the H&P Officer on that day. This will be assigned by Medical Education.

Surgery

Students will be assigned one night and one weekend (Saturday and Sunday) shift per month. This will be scheduled by the service.

CODE "BLUE" POLICY

Students are always welcome to participate in a code. However, good judgment should be exercised. Never perform unfamiliar procedures or crowd into an already overcrowded room.

CLINICAL PROCEDURES

Students will be taught and supervised on the following procedures:

- Arterial blood gases
- Fetal monitoring, circumcision, etc.
- Insertion of Foley catheters
- Insertion of IV catheters
- Insertion of NG tubes
- Phlebotomy
- Shortening and removal of drains
- Suture removal
- Other procedures, depending on student's ability

All of the above procedures will be performed at the discretion of the individual departments. Supervision will be by a licensed physician (Resident or Attending).

Under no circumstance is a student to perform a pelvic examination without the Resident or Attending physician present. This is not meant to be punitive, but educational. It also avoids unnecessary embarrassment.

POLICY FOR WRITING ORDERS AND ADMIT NOTES

There is no such thing as routine orders, since there is no such thing as a routine patient. Orders should be written after the patient is examined, the admit note is written, and the Attending physician is called and informed of the patient's room and impressions.

There are three important things to remember about writing orders

1. To have a consistent method, whatever it is, maintain the same method every time an order is written.
2. Have an Intern or Resident review the orders before they sign them. An Intern or Resident must sign the orders before the chart is left on the floor.
3. Have a reason and indication for every order written.

HISTORIES AND PHYSICALS

When assigned to do a History and Physical, complete the following:

1. A complete history and physical, including structural exam in narrative form. For all pelvic examinations, an Intern or Resident must accompany the student.
2. Write out H&P.
3. Sign the H&P and include the date and time.
4. Write an admitting note. This should be complete, including minimal, positive findings.
5. Write the admitting orders (refer to Policy for Writing Orders). Orders must be co-signed by an Intern or Resident and the student must discuss the patient's care with them. Do not write orders and leave them to be signed by the House Intern.
6. Call the Attending physician to notify them of their admission. Many times part of the work-up has been done as an outpatient. The student should ask the Attending physician if any consultations are to be done, as well as by whom they are to be done. In regards to consultations, be discreet and professional. Do NOT call an Attending and say matter-of-factly, "WHO do you want for consultation?" Instead, ask IF they would like to have a consultation.
7. Make every effort to notify the appropriate Resident, particularly of any surgical admissions. Many times they have other information available or special orders requiring immediate attention.

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