



**Internal Medicine Clerkship  
Site Description for Visiting MS3s from Loyola  
Naples Community Healthcare System**

**If you are going to be late or absent for ANY reason, please notify your current inpatient medicine team and email both the Clerkship Site Director and Clerkship Coordinator at NCH. Please also update your home institution.**

<b>Location</b>	NCH Downtown/Baker Hospital: 350 7 <sup>th</sup> Street North, Naples, FL 34102 Office of Graduate Medical Education (GME): 311 9 <sup>th</sup> Street North, Suite #201, Naples, FL 34102		
<b>Contacts</b>	-Alimer Gonzalez, MD; MS3 Internal Medicine Clerkship NCH Site Director; (305) 519-9786; <a href="mailto:alimer.gonzalez@nchmd.org">alimer.gonzalez@nchmd.org</a> - Marisely Rojas; Education Program Coordinator; (239) 624-0030; <a href="mailto:marisely.rojas@nchmd.org">marisely.rojas@nchmd.org</a>		
<b>Parking</b>	Due to the proximity of the apartments, students will probably not drive to the hospital. If driving, students should park in the parking garage located on 8 <sup>th</sup> Street North, 4 <sup>th</sup> floor or above, avoid patient designated parking spots.		
<b>Reporting Time &amp; Location</b>	Please arrive at the time designated on your "Welcome" letter, on the first clinical day of the rotation. 1. You must complete the NCH online orientation modules prior to your arrival by the date designated in the welcome letter. 2. Report to the NCH Business Center, located at 1100 Immokalee Rd., Naples, to pick up your NCH badge and parking sticker. <ul style="list-style-type: none"> <li>No clinical activity can take place until students have an official NCH ID badge with MS3 tag.</li> </ul> 3. Report to EMR training. You must bring your driver's license or some other federal/state picture ID with you. 4. Report to Employee Health Office, Green Tree Plaza, 2330 Immokalee Road, Naples FL 34110 for Mask Fit. <ul style="list-style-type: none"> <li>Provide Mask Fit results to Teena Geiger by scanning or taking a picture of the results and emailing to <a href="mailto:marisely.rojas@nchmd.org">marisely.rojas@nchmd.org</a> by 3:30 PM on your first day.</li> </ul> 5. You will meet the chief resident in the Baker Hospital lobby at 3pm for a hospital tour.  You will report to your respective rotation after completing the onboarding process above.		
<b>Orientation &amp; Badge</b>	<ul style="list-style-type: none"> <li>Orientation is provided by a chief resident on the first day of your rotation after onboarding. Items discussed include rotation expectations and policies pertinent to NCH.</li> <li>ID Badges are to be worn at all times and will be necessary to gain access to all areas assigned.</li> </ul>		
<b>Dress Code</b>	Students should wear scrubs with their white coat (professional attire is also acceptable); ideally black colored scrubs if possible. Clothing should not be tight, short, revealing, scanty or excessively baggy. Open-toed shoes or sandals are not acceptable. Tattoos must be covered and no extreme hair colors, please. <ul style="list-style-type: none"> <li>ID Badges are to be worn at all times and will be necessary to gain access to all areas assigned.</li> <li>What to bring: White coat, stethoscope, cellular phone, and iPad/laptop (WiFi available).</li> </ul>		
<b>Meals</b>	Hospital cafeteria is open for breakfast, lunch, and dinner.		
<b>Conferences/Location</b>	<b>Name</b>	<b>When</b>	<b>Location</b>
	Medical Grand Rounds	Thursday 7:30-8:30AM	Telford Auditorium
	Morning Report Noon Conference	M/T/W/F 11:30/12:00-1:00PM	Telford Classrooms

	*Additional voluntary conferences include Cardiology Grand Rounds (3 <sup>rd</sup> Friday of each month, 7:00-8:00AM, Telford Classroom 3) and Pulmonary/Critical Care Grand Rounds (every Wednesday, 3:00-5:00PM, Simulation Center Conference Room), please check CME schedule for exact details.
<b>Security</b>	Security escort/protective services; (239) 624-1560 (Downtown Campus).
<b>Storage/Locker Location</b>	Lockers are available in the resident call room area on the 4 <sup>th</sup> floor of the hospital. The resident call room is protected but students can also bring a lock for the locker which should be removed when the rotation is complete.
<b>Lactation Rooms</b>	There is one lactation room on the second floor of the hospital, by the cafeteria/observation unit, and another lactation room in the Emergency Room.
<b>Study/Rest Area</b>	The resident workrooms with computers are located on the 4 <sup>th</sup> and 5 <sup>th</sup> floor of the hospital. In addition, students can also use the library in the Telford building, cafeteria, and the Garden of Hope as additional rest areas. There is a refrigerator located in the resident call room area.
<b>Call Rooms</b>	The resident call room area is on the 4 <sup>th</sup> floor of the hospital; however, there is no overnight call on this rotation.
<b>Information Technology Resources</b>	<p>How to obtain Wi-Fi access?</p> <ul style="list-style-type: none"> <li>• Wi-fi is available on site and students may receive information regarding WIFI access during orientation.</li> </ul> <p>How to access COM services?</p> <ul style="list-style-type: none"> <li>• Students must bring their laptops to access Web courses, COM library resources, and zoom meeting for mid-clerkship evaluations and career advising.</li> </ul> <p>How to access the EMR?</p> <ul style="list-style-type: none"> <li>• EMR is accessible to students and will be reviewed on the first day of the rotation.</li> </ul>
<b>Site/Rotation Description</b>	<p><u>Inpatient Team Structure:</u> Academic hospitalist, 1 senior resident, 2 interns, and 2 MS3</p> <p><u>Inpatient Expectations:</u> MS3s will be assigned a minimum of 2-3 patients to work-up and follow during the patients' hospitalization. The senior resident will help orient the medical students and assign appropriate patients based on the current census and call schedule. The resident will attempt to assign patients on call days so that you will be able to admit a patient to the hospital and follow them throughout the hospital stay – however, you may also be assigned overnight admissions. MS3s are expected to arrive at the hospital by ~6am in order to pre-round. MS3s are expected to present all of their assigned patients on team rounds. They are expected to be available for sign-out rounds and patient handoffs to the covering team at the end of the workday. MS3s will be asked to present a topic of interest to their team during their in-patient rotation at the attending's discretion.</p> <p><u>Call:</u> On the first day of the rotation, discuss the call schedule with the senior resident on your team. MS3 clerkship students do not stay overnight. Late call, long call, extended hours or any schedule that requires you to stay late is part of the course expectation. The latest you can stay is 10 pm (walking out of the building). This should, in general, allow you 8 hours before you have to walk back into the building. Every time your team or your intern stays late, you should also. This applies to all inpatient weeks. If your team stays late for sign out to the night team - you are expected to participate by staying for sign out. Please do not schedule appointments or meetings that would result in missing long call days. In general, long call will be every 4<sup>th</sup> day.</p> <p><u>Weekends:</u> We expect the MS3s to work the appropriate number of weekend days based on the expectations set by Loyola. Please discuss the weekend schedule with your team to help clarify which weekend days would be appropriate to work based on the call schedule. Weekend days may be 10 hour shifts or shorter round / notes days allowing you to go home in the afternoon. Please follow the schedule your assigned medicine team follows on the weekends when working a weekend shift. Loyola requires MS3s to work 6 of 7 days each week.</p> <p><u>Evaluations + Feedback:</u> Evaluations will be completed by your inpatient team as recommended by Loyola on the assigned weeks. You can expect to receive feedback from your intern, resident, and attending. However, if there is a particular area you are working on, be intentional and proactive in requesting feedback and guidance.</p>

	<p><u>Documentation</u> - Hospital EMR is Epic and students will be able to access the EMR following the completion of appropriate online module training. You are responsible for submitting/signing notes on all of your patients each day. The notes should be forwarded to your attending for review.</p> <table><tr><th>EMR</th><th>Access</th><th>Description</th></tr><tr><td>Reading Notes</td><td>Yes</td><td>Full Access</td></tr><tr><td>Labs</td><td>Yes</td><td>Full Access</td></tr><tr><td>X-Ray Reports</td><td>Yes</td><td>Full Access</td></tr><tr><td>Films</td><td>Yes</td><td>Full Access</td></tr><tr><td>Writing Notes</td><td>Yes</td><td>Will sign notes as medical student notes</td></tr><tr><td>Writing Orders</td><td>No</td><td>Students are not to write orders</td></tr></table>	EMR	Access	Description	Reading Notes	Yes	Full Access	Labs	Yes	Full Access	X-Ray Reports	Yes	Full Access	Films	Yes	Full Access	Writing Notes	Yes	Will sign notes as medical student notes	Writing Orders	No	Students are not to write orders
EMR	Access	Description																				
Reading Notes	Yes	Full Access																				
Labs	Yes	Full Access																				
X-Ray Reports	Yes	Full Access																				
Films	Yes	Full Access																				
Writing Notes	Yes	Will sign notes as medical student notes																				
Writing Orders	No	Students are not to write orders																				
<b>Exposure to an Infectious or Environmental Hazard</b>	<p>All needle sticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to the student’s supervisor, clerkship administrator, and to the designated contact at the facility where the incident occurs, <u>as well as</u> the IM clerkship team at Loyola.</p> <ul style="list-style-type: none"><li>• NCH policy can be found in the welcome email</li></ul> <p>Students should visit the NCH Emergency Room on campus for needle sticks or other exposures.</p>																					
<b>Access to Health Care Services</b>	<p>If you have a health concern, please email the IM clerkship team at Loyola; please also update your inpatient team and the NCH site director/administrator.</p> <p>For general healthcare issues, they can visit any of the <a href="#">NCH Immediate Care Centers</a> or make an appointment with NCH Primary Care (<a href="https://nchmd.org/services/primary-care/">https://nchmd.org/services/primary-care/</a>).</p> <p><u>COVID-19 Pandemic</u>: If there are any concerns about an exposure or if you develop symptoms (cough, fever, shortness of breath, myalgias), please call Occupational Health at NCH (239-624-4630, M-F 7:30 a.m. – 4:00 p.m.) to discuss need for testing and/or when it would be safe to return. Please notify Teena Geiger and Dr. Alimer Gonzalez as well as the appropriate individuals at UCF.</p> <p>Mental Health Services Samuel Pinosky (Psychiatry): 239-624-3880 Esther Mugomba-Bird (Psychiatry ARNP): 239-624-3880 Keith Mattson (Mental Health Counselor): 239-624-4632 Emergency Mental Health Services at David Lawrence Center: 239-455-8500 or walk in to 6075 Bathey Road, Naples, FL</p>																					
<b>Disaster Preparedness</b>	<p>In the event an emergency occurs, communication with our students is of the utmost importance. Regarding tropical storms/hurricanes, we will update the students on cancellation of student rotations based off the forecast of an incoming storm. If an evacuation order goes into effect that includes the student apartments, students are required to leave the apartment and have the option to stay at a shelter set up by Collier County.</p>																					
<b>Wellness Center</b>	<p>Students can join the NCH Wellness Center for \$22/month. Link <a href="#">here</a> for the application form. Make sure you inform the wellness representative of your preferred cancellation date to avoid getting billed for use of the Wellness Center after you leave the Naples area.</p>																					