

# Rotation Information

## For Visiting Medical Students *2024-2025*

---

Welcome to Riverside Methodist 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

**Wendy Steele**  
Senior Program Consultant  
Wendy.Steele@OhioHealth.com  
614.566.3202



### Table of Contents

<b>Before Your Rotation .....</b>	<b>2</b>
Processing Fee .....	2
CareConnect Training (EPIC) .....	2
Scrub Training .....	2
Housing .....	2
<b>Arriving at Riverside Methodist Hospital .....</b>	<b>3</b>
Our Address .....	3
Parking .....	3
Getting to Medical Education .....	3
Orientation .....	4
<b>Guidelines for Clinical Elective Rotations .....</b>	<b>5</b>
Scope of Responsibility .....	5
Limitations .....	5
Work Hours .....	5
Didactic Presentations .....	6
Professional Appearance/Student Identification .....	6
<b>During Your Rotation .....</b>	<b>7</b>
Meals .....	7
Lactation Rooms .....	7
Medical Library .....	7
Technical Support .....	7
Evaluations .....	7
<b>At the End of Your Rotation .....</b>	<b>8</b>
Check Out .....	8

## **Before Your Rotation**

### **Processing Fee**

Currently, Riverside Methodist Hospital does not charge a processing fee.

### **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.

### **New Innovations**

OhioHealth is now using New Innovations as part of the onboarding process for medical students. Login instructions as well as a checklist will be sent to you 5 weeks before your rotation begins. All rotation information can be found in New Innovations. Your checklist is required to be completed before you arrive for orientation.

### **Scrub Training**

If you are scheduled for one of the following rotations- General Surgery or OB/GYN, a scrub training class will be scheduled for you in our OR. This information can be found in New Innovations.

### **Housing**

Students are responsible for their own housing arrangements.

# Arriving at Riverside Methodist Hospital

## Hospital Address:

Riverside Methodist Hospital  
Department of Medical Education  
3535 Olentangy River Road  
Columbus, OH 43214

## Parking:

Main Shuttle Lot – 3720 Olentangy River Rd. Watch for signage and traffic directions.

Kohl's Parking Lot – 3360 Olentangy River Rd will be used after the Main Shuttle Lot is full. Watch for signage.

Park in the Main Shuttle Parking Lot. Shuttles begin running at 5:30am. Those who arrive at the time the shuttle begins to run, will be directed to park in the back right corner of the parking lot. Allow 10 minutes for travel between parking lot and hospital. The shuttle will drop you off at the Main Hospital. Follow the signs to the Yellow Area. Medical Education is located on the 1<sup>st</sup> Floor of the Yellow Area across from Lost & Found and next to Chester Board Room. Shuttle Pickup Services (614) 788--5858.

- If you are scheduled to work on a weekend, the shuttle does not run and you will need to park in the Red Parking Garage (enter through the back Employee Entrance)

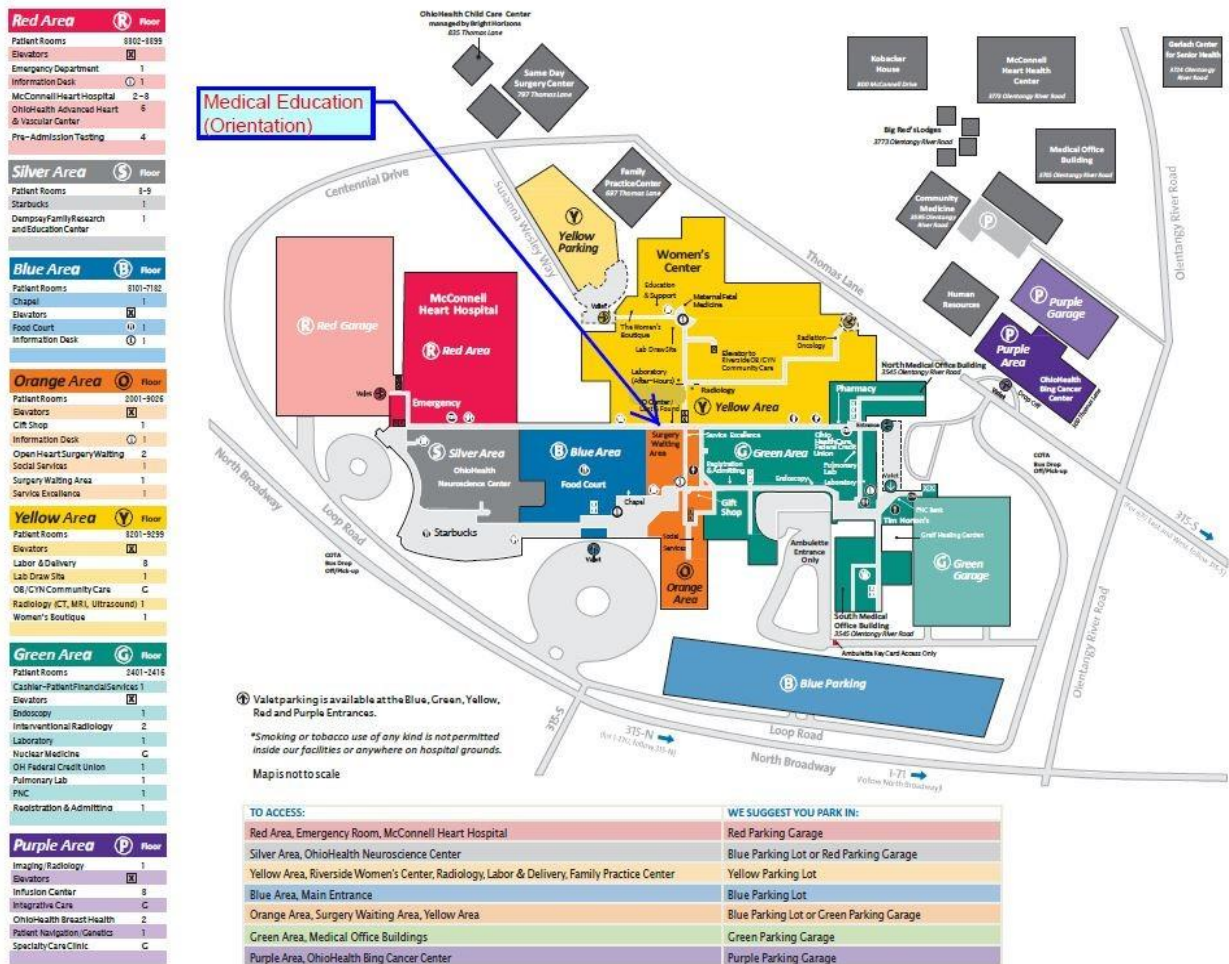


## Orientation

You are required to attend orientation at Riverside Methodist Hospital on the first day of your rotation. Following orientation, you will report to your assigned teams to begin your rotation.

Orientation will begin in the Medical Education Department at 8:30 A.M for all non-surgical rotations. If you are on a surgical rotation (General Surgery or OB), your orientation will be directly after your scrub training. This information can be found in New Innovations. When arriving at the Medical Education Department, please wait in the waiting area next to the Chester Board Room and a staff member will begin your orientation at 8:30 AM. NOTE- if the first Monday of your rotation falls on a national holiday, orientation will be held the next day.

## Map of Hospital



## Guidelines for Clinical Elective Rotations

The OhioHealth Riverside Methodist 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 you must return your OhioHealth badge to the Medical Education Department. All rotations end no later than 5:00 P.M. 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 senior resident on your team 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

Rotations can start as early at 5:30 am and end at 5:00 pm or later. 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 attending's. 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 your Riverside Methodist Hospital ID as well as your school ID. This should be worn while on your rotation at all times. 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. On your first day of the rotation, please check with your Team to see if you are allowed to wear scrubs. If so, you can wear any color with the exception of "Green", which is only allowed for OB and Surgery rotation.

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 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 Riverside Methodist Hospital Department of Medical Education and/or your preceptor. Any questions or concerns regarding these conditions should be directed to Wendy Steele at 614-566-3202 or [Wendy.Steele@Ohiohealth.com](mailto:Wendy.Steele@Ohiohealth.com)

## During Your Rotation

### Meals

#### **Broadway Bistro – Hospital Cafeteria**

Monday-Sunday: 6:00am-2:00am

#### **Starbucks**

Monday-Sunday: 6:00am-8:00pm

#### **Tim Hortons**

Monday-Sunday: Open 24 hours

### Lactation Rooms

Located on the Ground Floor near the cashier's office: Room G1095

7 Blue Tower: Room B7109B

Both rooms require badge access, please contact Protective Services for this access

### Medical Library

D.J. Vincent Medical Library, Riverside

Phone: 614-566-5230

Staffed: M-F 8:00am-4:30pm

medlib@ohiohealth.com

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. Riverside Methodist Hospital assumes no responsibility for student evaluations and required paperwork.

We appreciate any feedback regarding your rotation here at Riverside Methodist Hospital.

## At the End of Your Rotation

### Check Out

**What to bring:** Your Riverside Methodist Hospital badge.

**When:** By 4:00pm on the last Friday of your rotation. You may check out earlier than this, but no later.

**Where:** Wendy Steele's office in the Medical Education Department. If the office is not staffed, please leave your badge in the metal bin on the wall next to my office door.

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.

Riverside Methodist Hospital/OhioHealth ID Badge	\$25
Library Materials	price of replacement

Questions? Call Wendy Steele (614)-566-3202