

# GUIDELINES AND POLICIES

Med 3 Elective in  
Otolaryngology-Head & Neck Surgery

Academic Year 2017-2018

## 1. Introduction

Welcome to the Department of Otolaryngology - Head and Neck Surgery. The purpose of this elective is to introduce the students to the primary care aspects of Otolaryngology. The specialty encompasses both surgical and clinical areas of medicine. While the students will be exposed to both areas during the rotation, the primary emphasis is on the ambulatory care aspects of ENT. Please read the enclosed article, [What Is Otolaryngology - Head and Neck Surgery](#), to learn about the scope of practice and the type of patients you will encounter during this elective.

## 2. Lectures and Reading Assignments

The students are required to attend daily lectures from 6:30am to 7:15am in the Otolaryngology Resident Room (Room 4024, Eye and Ear Institute). One of the PGY-3 residents will cover various topics including a detailed description of the basic head and neck examination.

The textbook for this rotation is [Essentials of Otolaryngology](#). A copy of the book is enclosed. Please fill the sign-out sheet and return the book to the resident or to the department office by your last day of rotation. These books are needed for the students in the next rotation. **Not returning them on time will be considered unprofessional behavior and will affect your grade.**

Weekly reading assignments are as follows:

<u>Week 1</u>	Pages 1-142
<u>Week 2</u>	Pages 143-316
<u>Week 3</u>	Pages 317-387
<u>Week 4</u>	Pages 388-444

## 3. Rotations

Each week, students are assigned to one of the following sites:

OSU Eye & Ear Institute  
Nationwide Children's Hospital  
James Cancer Hospital  
Community Otolaryngology Clinics

The students are expected to be present for all clinic and surgery dates for the assigned sites. You must contact the appropriate individuals (see the contact sheet) to confirm your schedule a few days before each day's rotation. For community clinics, call the preceptor's office directly. For other sites, contact the resident(s) listed on the contact sheet. If for any reason the scheduled rotation is unavailable, ask the PGY-3 resident during morning lecture sessions for an alternate arrangement. In case of any problems,

contact the Chief Resident in charge of Medical Student Activities (see the Contact Information sheet for pager number), or the Coordinator of Medical Student Education, Stephen Kang, MD/Jamie Wohrer (614)293-9215.

If you need directions to any one of the sites, please ask the residents or the office staff.

#### **4. Attendance**

Regular attendance is necessary for successful completion of this elective. Students should report to the clinic or OR at 7:30am unless instructed otherwise by the resident for that service. Clinic and OR days vary in length.

If you are unable to attend a rotation for any reason, contact one of the residents on the service as soon as you can. Unexplained absences may lead to an unsatisfactory performance report.

#### **5. Clinic and OR Policies**

For clinic assignments, each preceptor has different preferences about the student-patient contact. Check with the resident on duty for further instructions. If you have not had adequate training on the basics of head and neck exam, ask one of the residents for instructions. You are encouraged to practice these skills on other students before examining patients.

Surgeries usually begin at 7:30am. Occasionally, operating days or times may change. It is each student's responsibility to confirm the OR schedule with the residents on the rotation.

#### **6. Evaluation and Exams**

Enclosed are copies of the evaluation forms for this elective. Present each preceptor or the resident in charge of the service with one of the forms. Also, during your morning lectures, the resident may ask you questions about the assigned reading material. Your final grade is based on a final exam (25%) and the evaluations by the faculty as well as your performance as reported by the PGY-3 resident (75%).

## **7. Problems or Questions**

If you encounter any problems, bring it to the attention of the attending physician or one of the residents on the assigned service. If the problem persists, direct them to the Chief Resident in charge of Medical Student Activities (see the Contact Information sheet for pager number), or the Department Coordinator of Medical Student Education, Stephen Kang, M.D. (phone/voice mail: 366-9336, [Stephen.Kang@osumc.edu](mailto:Stephen.Kang@osumc.edu)). We will make every attempt to address your concerns and questions.

Please complete the enclosed evaluation of the elective on your last day of the service. We greatly value your candid comments and try to incorporate your suggestions to improve the elective.