

# GUIDELINES AND POLICIES

## Fourth-Year Medical Student Clinical Electives Department of Otolaryngology-Head & Neck Surgery

Academic Year 2017-2018

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## 1. Introduction

Thank you for your interest in the Department of Otolaryngology - Head and Neck Surgery. The guidelines and policies outlined in this document apply to the following courses:

Comprehensive Otolaryngology - Head & Neck Surgery  
Adult Otolaryngology - Head & Neck Surgery  
Pediatric Otolaryngology - Head & Neck Surgery

In these elective rotations, the student's duties are expected to be similar to that of an intern. This includes initial emergency department or outpatient clinic evaluation, order writing, communication with referring physicians and consultants, and discharge planning. At least four in-house overnight calls are also required. The student's activities will be closely supervised by faculty and house staff.

Please carefully review this document and follow the instructions prior to the start of your rotation.

## 2. Rotations

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

### Service

### Preceptors

Head & Neck Surgery

Ted Teknos, M.D.  
Amit Agrawal, M.D.  
Enver Ozer, M.D.  
Matthew Old, M.D.  
Ricardo Carrau, M.D.  
James Rocco, M.D., Ph.D.  
Stephen Kang, M.D.

Otology/Neurotology

Oliver Adunka, M.D.  
Edward Dodson, M.D.  
Aaron Moberly, M.D.

Laryngology/Facial Plastics

L. Arick Forrest, M.D.  
Brad deSilva, M.D.  
Laura Matrka, M.D.  
Leslie Kim, M.D.

Pediatric Otolaryngology

Gregory Wiet, M.D.  
Charles Elmaraghy, M.D.  
Meredith Lind, M.D.  
Kris Jatana, M.D.  
Jonathan Grischkan, M.D.  
Prashant Malhotra, M.D.  
James Ruda, M.D.

Patrick Waltz, M.D.  
Tendy Chiang, M.D.

Rhinology/General Otolaryngology

Brad Otto, M.D.  
Alex Farag, M.D.  
Eugene Chio, M.D.  
Garth Essig, M.D.  
Minka Schofield, M.D.  
Karen Calhoun, M.D.

The students are expected to be present for all clinic and surgery dates for the assigned service. The clinic and surgery days for each preceptor are listed in the Rotation Schedule. **Each week, no later than Friday, contact one of the residents for the upcoming service to find out the schedule of activities for the following week.** If you are unable to contact one of the residents listed for each service, 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, M.D./Diane Dziawatkoski (614-688-5834)

### **3. Attendance**

Regular attendance is necessary for successful completion of this elective. The 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. For additional information and access to the library, see Diane Dziawatkoski (688-5834).

The students may be requested to stay and help beyond the regular business hours. Most often, this is not the case and you may leave with the permission of the preceptor or the resident in charge of the service.

If for some reason neither one of the preceptors are available, an alternate assignment will be made for that day. Please check with one of the residents for that service to receive your new assignment.

**Attendance in Grand Rounds and other resident conferences is mandatory.** Grand rounds are currently scheduled on Thursday mornings. For students rotating at Nationwide Children's Hospital, attendance at the pediatric Grand Rounds (Wednesdays 7:00am) may be required. Please check with the residents on that rotation.

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.

#### 4. 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. **Knowledge of basic head and neck exam is required.** If you have not had adequate training, ask one of the residents for instructions. You are encouraged to practice these skills 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.

#### 5. Evaluation and Exams

75% of the grade for this rotation is based on the evaluation of your performance during the clinical rotations, including competencies in clinical skills, professionalism, and team work. 25% of the grade is based on a presentation in an area relevant to otolaryngology. The oral presentation should be approximately 15-minute long in the grand rounds format on a subject of your choice. **Please contact one of the Chief Resident listed in your schedule for help with selecting your topic and preparing the presentation.**

#### 6. 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's Coordinator of Medical Student Education, Stephen Kang, MD/ Diane Dziewatkoski, Education Coordinator (phone/voice mail: 688-5834, e-mail: Diane.Dziewatkoski@osumc.edu). We will make every attempt to address your concerns and questions.

Please complete your 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.

#### 7. Attachments

- Rotation Schedule
- Contact Information
- Objectives for One-Month Clinical Otolaryngology DOC-4 rotations - These are general objectives and the emphasis may vary depending on the specific course (e.g., adult versus pediatric).
- Med II Otolaryngology Lectures.
- Suturing Handbook.
- *"What Is Otolaryngology - Head and Neck Surgery"* - This article defines the scope of practice.
- Evaluation forms