RHEUMATOLOGY FELLOW ORIENTATION

I. Consult Service

A. General Information

- 1. The consult service is divided into monthly rotations.
- 2. The monthly service starts on the first weekday of the month.
- 3. Evaluation forms are to be filled out by the fellows for each Resident and student rotating on the service at the time their Rotation ends. (Get forms from the Fellowship Coordinator in Suite 1017).

B. Responsibilities:

The service fellow is responsible for...

- 1. Seeing that consults are done in a timely fashion.
- 2. Following up on patient care.
- 3. Supervising the residents and students rotating on the service, assigning patients, consults, literature searches.
- 4. Rounding daily with the service on patients.
- 5. Rounding at least three times weekly with the service attending.
- 6. Weekly teaching sessions with the residents and students.
- 7. Presentation of patients and literature reviews at the rheumatology Grand Rounds on Thursday mornings.
- 8. Seeing patients in the emergency room on call during the week.
- 9. Orientation of new residents and students on service:
 - a. Be sure resident or student has a copy of our schedule and understands the clinics they are to attend.
 - b. Be sure the residents and students fill out and return to the rheumatology office, the evaluation forms of the fellow and attending.
 - c. Discuss with attending what personnel are available for the month.

C. Consults

Consults should be seen the same day, with a service member and a note left on the chart. In the case of very sick patients or urgent consults, the patient should be presented to the service attending that same day. Consults should be written on the consultation sheet, this will be reviewed by the attending physician.

It is the fellow's responsibility to check that an order for rheumatology consult is in the computer system.

D. Patient Care

- Fellows are responsible for seeing that the appropriate consulting medical personnel are made aware of the service recommendations through chart notes and/or direct communication with the appropriate personnel.
- 2. Fellows are responsible for the primary care of Rheumatology Section patients in conjunction with the attending.

E. Emergency Room Coverage

Consults from the Emergency Room should be seen in a timely manner by the fellow on service during the week and by the person on call for the weekend from 5:00 p.m. Friday to 8:00 am Monday. The consult attending will act as backup during the week and the weekend covering attending on the weekends.

F. Rounds

- 1. Service Rounds are to be done daily with residents and students and at least three times weekly with an attending at times that do not conflict with other clinical and academic activities of the section.
- 2. Rounds should include review of laboratory, diagnostic tests, and pertinent physical findings.

G. Teaching

Fellows are to spend at least two hours per week teaching the residents and students on the service by going through the ACR Slide Collection plus other didactic sessions.

H. Electives

Attached is a schedule for pediatric and orthopedic electives. If there is a conflict with your regularly scheduled clinics, you need to let the supervising attending know you will be on elective that month. You must also arrange that no patients are scheduled in your absence.

II. Research

A. Projects

Each of the fellows is required to perform scholarly activities as part of their fellowship training. This will include, but not limited to, significant involvement in the design and execution of a research project. Each fellow is expected to produce a manuscript ready for submission to an appropriate journal prior to completion of his/her fellowship training. Each fellow will decide on a project in conjunction with a faculty supervisor. Dr. Block and the fellows will meet in August to discuss planned research. Fellows without pre-existing ideas will be directed into a project.

III. Rheumatology Grand Rounds

- A. Rhematology Grand Rounds are run by the fellows
- B. The Fellows are responsible for arranging who will present Thursday morning A.M. Conferences.
- C. There are to be two cases for discussion, each taking approximately 30 minutes.
- D. The fellow with input from the attending selects cases.

IV. Procedure Log

A. All fellows are to keep a written log of all procedures (such as arthrocentesis) in the provided procedure logbooks. It is required than a supervising attending sign for each procedure.

V. Weekend Call

- A. Weekend call starts at 5:00 p.m. on Friday and ends at 8:00 am Monday morning.
- B. In case of problems, fellows are to contact the attending assigned to cover that weekend followed by the consult service attending, or any other available attending, in that order.
- C. Fellows should contact the attending whenever a new patient consultation is called over the weekend.
- D. When you change the posted weekend call schedule, complete the Request for Time-Off Form which is locate in the Administrator's office. Both the receptionist and business manager must be notified. When a clinic is missed the business manager must be notified.

VI. Conferences

- A. All section members are expected to participate in monthly Journal Club, radiology conference, grand rounds and other announced section activities.
- B. If one is unable to present at a conference it is that fellows' responsibility to arrange a replacement. This includes both Journal Club and Rheumatology Grand Rounds.
- C. It is the responsibility of the presenter to arrange for x-rays, copies of articles, typing of cases for presentations, etc.
- D. There is an Immunology Conference each week on Monday at 4:00 p.m. It is located in 160 Cohn.
- E. There is a Biochemistry conference every Monday from 10:30-12:00. It is located in 506 Cohn.

VII. Vacation and Leaves

- A. All section members must fill out a request for time off in advance, indicating coverage of section obligations and submit it for approval. This form should be submitted 6 weeks prior to the requested leave.
- B. Time off is granted on a first come first served basis.
- C. All section members are responsible for making sure that their clinics, clinical research and consult activities are covered in their absence.
- D. Vacation will not be granted during the last two weeks of the academic year.
- E. In the case of an unexpected absence by a section member, other section members are expected to help maintain section activities.
- F. When a holiday occurs on a Wednesday, the consult service will see inpatients that day. When a holiday occurs on Monday or Tuesday the weekend coverage from the previous weekend will cover the holiday. When a holiday occurs on a Thursday or Friday, those assigned to subsequent weekend will cover the holiday.