

# STUDENT REGISTRATION AND CLEARANCE PROCEDURES

## Anesthesiology Rotation at Advocate Illinois Masonic Medical Center

### **BEFORE YOUR ROTATION BEGINS:**

*All students rotating through Advocate Illinois Masonic Medical Center **MUST** complete the hospital's student registration procedures. If you cannot come to the hospital to complete the registration process **BEFORE** your rotation begins, you must contact Maria Cruz in the Department of Anesthesiology at 773-296-7041.*

1. Begin in the Department of Medical Education (Maria Garcia, 773-296-5945), Room 1312. Student registration is conducted between 8:30 a.m. and 4:00 p.m., Monday through Friday.
2. In the Medical Education office, you will fill out the **STUDENT REGISTRATION FORM**. (One copy of this form is for you, one for your preceptor's office and one remains in the Department of Medical Education.) You will be issued an ID badge and given a packet of information.
3. If you will need parking during your rotation, bring your completed registration form to the Security Office, Room 1103 (773-296-5300).
4. Then come to the Department of Anesthesiology office, Suite 4815 (Maria Cruz – 773-296-7041). Office hours are 8:00 a.m. to 4:30 p.m. You will be given a conference schedule, a pass card that will give you access to the building where lectures are held and a scrub card that will allow you to get scrubs for the O.R. All student rotators need a copy of Stoelting & Miller's *Basics of Anesthesia*. University of Illinois students should be provided with a copy by their school. Students who do not have this textbook can borrow a copy from the Department of Anesthesiology.

### **OUTSIDE ROTATION REQUIREMENTS:**

1. Attend lectures in the Department of Anesthesiology which begin at 6:00 a.m. on Mondays and Fridays, 7:00 a.m. on Tuesdays and 6:15 a.m. on Wednesdays and Thursdays. All lectures take place in Conference Room G34, Center for Education Building (836 West Nelson Street).
2. Check in with the Coordinator for outside rotations **Dr. Villa**. Please check in with him in the morning you arrive. If he is not there, please check in with **Dr. Klowden** or **Dr. El-Orbany**. However please see Dr. Villa once he is present.
3. Sign-in and sign-out everyday in the main O.R.
4. Before you leave rotation you must present a 5 minute presentation (topic of your choice in anesthesia) to Dr. Villa or other attending staff if he is not there.

### **WHEN YOUR ROTATION IS FINISHED:**

1. Dr. Villa will give you a final examination for your rotation.
2. Go to the Department of Anesthesiology to return your pass card and scrub card (and your textbook, if you have borrowed one). You will be given a Student Clearance Form. (The Department of Anesthesiology will retain the yellow copy of the form.)
3. Go to the hospital's Medical Library (Room 7413) to obtain a signature for your Student Clearance Form. Students must get this signature even if they have not used the library during their rotation.
4. Go to the Department of Medical Education and return your ID badge and the white copy of your Student Clearance form. The ID badge will be reissued for subsequent AIMMC clerkships.

**YOUR ROTATION EVALUATION FORM WILL NOT BE FORWARDED TO YOUR SCHOOL UNTIL YOU HAVE COMPLETED THIS CLEARANCE PROCEDURE.**