

Preparing for Residents attending Rural Rotations

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BEFORE RESIDENT ARRIVES

To resident:

- General Info about rotation (Rotation Information Sheet) including who to contact for questions/concerns
- Information about your Hospital/Clinic/Faculty
- Information about community (utilize local Chamber of Commerce)
- Schedule

From resident/residency:

- Documentation
 - Personnel Info (birthday, address, phone, etc.)
 - Letter of good standing from residency
 - Letter stating background check on file (may want your own for JCAHO)
 - Liability coverage letter
 - Licensing/DEA Info
 - Medical school graduation location/year
 - Life Support Documentation
 - Proof of Immunizations
 - HIPAA training attestation
 - OSHA training attestation
 - Social Security number for EMR access
- Do they need housing?
- Any special needs?
- Is there a significant other who will be staying with or visiting them? Anything they would like to know about the hospital/clinic or community (make sure to include significant others whenever possible)?
- The 3 points above may be best dealt with by being included in an interest survey sent to the resident prior to the rotation.

To get ready at the site:

- Plan Schedule and Supervisors
- Set up security/EMR access
- Information to Preceptors, Clinic and Nursing staff about resident – i.e. background and picture (also post in appropriate areas)
- Have space/computer available for resident
- Address any housing needs
- Coordinate Badge/Keys/Pager

UPON RESIDENT ARRIVAL

- Tour of Hospital & Clinic
- Badge/Keys/Pager
- Meet & Greet (Program Director, Main Preceptor, Rotation Coordinator at minimum, more staff as available)
- EMR Training
- Orientation to Workflow
- Get to Know the Community:
 - Tour of Community (first day or early into rotation – include housing location)
 - Calendar of Community Events
 - Passes to Fitness Center, Movies, other?
 - Personal invitation to do a community or recreational activity with someone from the staff with whom the resident is working
 - NOTE: Whenever possible include resident in hospital/clinic/community activities which may be of interest and will give them a better flavor for life in the particular rural location (i.e. farmer's market, bike trails, fairs, etc. etc.)

AFTER ROTATION

- At the completion of the rotation or a few days before, conduct an informal evaluation by the resident of the rotation experience by having the supervising physician or administrative coordinator meet with the resident. This can also be a good time to get a feel for if they would consider the rotation site for future rotations or upon graduation as a practice.
- Preceptor must complete formal evaluation of resident (required)
- Resident must complete formal evaluation of rotation (required)
- Adjust rotation if any shortcomings discovered
- Follow up with resident with thank you note or email
- Complete Letters of Recommendation as requested by resident