

Loyola University Medical Center

MEMORANDUM

DATE: June 25, 2007
TO: **5/ABC/2007 Junior Medicine Clerkship Students**
FROM: Donna Shannon -- Medicine Education
Bldg. 102, Room 7611A
SUBJECT: **Final Hospital Assignments and First Day Information**

To Be Read Upon Receipt - Mark Your Calendars

On **Monday, July 2nd** you begin the Medicine Clerkship. That day begins as follows:

1. Medicine Clerkship orientation in **SSOM Room 160** at 9:00 AM
2. Students should report to their specific sites immediately following the large group orientation:

Site	Date/Time	Place	Contact
Loyola Hospital (Outpatient, Inpatient & Underserved)	Mon July 2 After orientation	SSOM 160	Donna Shannon Janine Andrys
Hines Hospital (Outpatient & Inpatient)	Mon July 2 After orientation	Bldg 200, Room 1446 Hines	Allene Durr
MacNeal Hospital (Outpatient & Inpatient)	Mon July 2 After orientation	3231 South Euclid Ave, Berwyn, IL 2nd Floor	Rose Alagna
West Suburban Hospital (Inpatient)	Mon July 2 After orientation	3 Erie Court (at Austin) Suite L-700, Oak Park, IL	Karen Weinstein, M.D. Susan Murphy
West Suburban Hospital (Outpatient)	Mon July 2 After orientation	3 Erie Court (at Austin) Suite L-700, Oak Park, IL	Karen Weinstein, M.D. Susan Murphy

Other Information:

- **Call at all hospital sites begins on Monday, July 2nd.** We will make every attempt to make your call schedule available to you ahead of time. If you do not receive your call schedule prior to orientation, you will be notified at your site orientation as to your call schedule. (In this case, come prepared - white coats). Outpatient students will receive their schedules upon arrival at their site, or via email ahead of time when possible.
- All requests for time off (i.e. weddings) must be submitted to Donna Shannon as early as possible. Please submit requests in writing (email is fine) and be ready to show supporting documentation. We will need all requests, including weekends and evenings, no matter if you are on an inpatient or outpatient rotation. PLEASE FORWARD REQUESTS ASAP.
- Students going to **MacNeal and West Suburban Hospitals** – You will need to bring a combination lock with you for your locker.

- The **Medicine Clerkship Exams** are scheduled for the morning/afternoon of September 20-21, 2007, time (TBA). According to school policy, all students are obligated to take required clerkship examinations on the date, time and place specified by the department. (See *Academic Policy Manual II*)
- The **Medicine OSCE Exam** is scheduled for Friday, August 24, 2007. Please mark your calendars of this date – you must attend.
- Parking Information:
 - **MacNeal:** On the 1st Day – Park in visitor parking lot on east side of Euclid Avenue.
 - **West Suburban:** In garage: (Level 3 or above) or in the outdoor lot across the street. There is no charge for parking.
- You must bring your Loyola ID badge with you to all sites.
- Please bring a 3-ring binder to orientation with you. All course materials will be given to you at orientation.

If you have any questions, please feel free to call me at (708) 216-3323.

Attachment

cc: Allene Durr – HVA
 Rose Alagna – MacNeal
 Susan Murphy – West Suburban
 Matthew Fitz, MD – Loyola
 Karen Weinstein, M.D. – West Suburban