



Emergency Medicine Clerkship Hines Site Description

Location	Edward Hines Jr. VA Medical Center 5000 S. 5th Avenue Hines, IL 60141
Contacts	LaWanda Urquhart lawanda.urquhart@va.gov Office: 708-202-4564 main hospital, bldg. 200 room 1479 Dr. Sari Hart sari.hart@va.gov
Parking	Not needed, park at Loyola assigned parking
Reporting Time & Location	Hines ED, time/day depending on assigned shifts
Orientation & Badge	Orientation with Ms. LaWanda and Dr. Hart on the EM clerkship orientation day from 2-3 pm.
Dress Code	Business casual or scrubs and white lab coats
Meals	Staff lounge has a microwave and refrigerator if students want to bring their own lunch. The hospital canteen is located in building 1 near the F lobby. There is also a small Starbucks in the main lobby of the hospital with limited food options. There are two Farmers Fridges at Hines – one is in the main lobby of the hospital and the other is in the F lobby near building 1.
Conferences/Location	none
Security	On campus. Hines VA has a dedicated police force for security purposes. To reach the VA police internally from any phone at Hines, dial x23200. Hit control-control to alert security from any Hines computer.
Storage/Locker Location	yes
Lactation Rooms	Yes. All are first come, first serve Building 1, Room D426, open 24 hours Building 200, Rm 843, open 24 hours Building 200, Room 1276 open 0700-1630 Building 228, Room 4014A, open 24 hours
Study/Rest Area	library
Call Rooms	NA
Information Technology Resources	How to obtain Wi-Fi access? Nonclinical only, Network: Guest-VA; PW: Welcome1 How to access COM services? Enterprise Service Desk, 4-HELP from any campus phone How to access the EMR? Will need PIV card or exemption: Verify Code and Password Students will receive instructions for on-boarding and computer network access at the start of the rotation from Ms. LaWanda. See contact information on the top of the form.

Site/Rotation Description	<p><u>Outpatient Team Structure:</u></p> <p><u>Outpatient Expectations:</u></p> <p><u>Call:</u> NONE</p> <p><u>Weekends:</u> as shifts assigned</p> <p><u>Evaluations + Feedback:</u> Given by attendings/residents. Formally at midpoint and end of rotation. Students should be prepared to discuss their own self-evaluation.</p> <p><u>Documentation</u> - Admission H&Ps and Daily Progress Notes</p> <table><tr><th>EMR</th><th>Access</th><th>Description</th></tr><tr><td>Reading Notes</td><td>Yes</td><td>Full Access</td></tr><tr><td>Labs</td><td>Yes</td><td>Full Access</td></tr><tr><td>X-Ray Reports</td><td>Yes</td><td>Full Access</td></tr><tr><td>Films</td><td>Yes</td><td>Full Access</td></tr><tr><td>Writing Notes</td><td>Yes</td><td>Will sign notes as medical student notes</td></tr><tr><td>Writing Orders</td><td>No</td><td>Students are not to write orders</td></tr></table>	EMR	Access	Description	Reading Notes	Yes	Full Access	Labs	Yes	Full Access	X-Ray Reports	Yes	Full Access	Films	Yes	Full Access	Writing Notes	Yes	Will sign notes as medical student notes	Writing Orders	No	Students are not to write orders
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Exposure to an Infectious or Environmental Hazard	Cleanse the area, inform your supervisor. If during daytime hours, go to Employee Health, Building 1, E120. If after hours, go to the ER.																					
Access to Health Care Services	Please utilize the Loyola student wellness center for routine health care services.																					
Disaster Preparedness	<p>Students may review the Hines VA Emergency Operations Plan (EOP) which is available on site from any Hines computer by opening Microsoft Edge. Scroll down and on the right hand side of the screen under "Important Links", click "Emergency Operations Plan"</p> <p>Follow overhead alerts and supervisor instructions.</p>																					
Wellness Center	no																					



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