

# Department of Emergency Medicine, Queen's University

## MEMO

**TO:** 1<sup>st</sup> & 2<sup>nd</sup> year residents rotating in Emergency Medicine in 2019-2020  
**FROM:** Dr. Michael McDonnell, Assistant Program Director

### **Welcome to your Emergency Medicine Rotation!**

We look forward to meeting and working with you during your rotation through the emergency departments at KGH and HDH. Your emergency medicine experience is an excellent opportunity to gain exposure to a wide spectrum of illnesses and injuries, and we hope you will find it to be a valuable and enjoyable learning opportunity.

#### 1. **Departmental Website:**

<https://emergencymed.queensu.ca/>

The "Academic" section of the website is regularly updated and contains most of the relevant information you will need to know during your rotation. Bookmark the page and check it regularly. Some areas are password protected. You will be required to enter your Elentra user name which will be the first portion of your queens email account before the @ symbol. On our website, you will find the monthly shift schedules under "Schedules" and the schedule of weekly teaching sessions can be accessed in real time on the main page of the website.

#### 2. **Your first shift:**

It is essential that you read the **PGY 1 and 2 Guidelines** before your rotation. These contain important information on expectations, objectives, and survival tips for getting the most from your rotation.

Prior to your first shift at each emergency department, show up 5 or 10 minutes in advance and identify yourself to the senior resident or staff EP on duty. They will arrange to show you around the department and give you a brief orientation.

#### 3. **Rounds and Teaching Sessions**

Attendance at all weekly EM Grand Rounds and Junior Resuscitation Drills is **MANDATORY** for all residents and you are excused from clinical duties to attend. **Attendance is expected at all sessions unless you have scheduled education or vacation leave.** These sessions are designed to complement your clinical experience and are an important part of the rotation.

**Grand Rounds:** Thursdays at 8:30 a.m. Richardson Labs L104. (Sept 1- June 30). The format is a case presentation by an attending emergency physician followed by senior resident presentation on a topic relevant to emergency medicine.

**Resuscitation Drills:** Fridays at 8:00 am at the School of Medicine, 15 Arch St, Simulation Center 2<sup>nd</sup> floor (July - June)– This session, facilitated by senior EM residents and attending staff, will address basic resuscitation, ACLS and ATLS protocols in a multidisciplinary team format using a patient simulator.

**Online Learning Modules:** Six online educational modules have been developed to assist you in mastering core emergency medicine competencies and fulfilling the objectives of this rotation. **Completion of these modules is MANDATORY.** The modules are password protected. You may access the modules through a link on our departmental website.

#### 4. **Monthly Shift Scheduling**

The EM chief residents are responsible for making the monthly schedules for all residents in both EDs. Although we do our best to ensure that the upcoming month's schedule is posted on the website 14 days prior to the start of each block; rarely, some last-minute revisions need to be made, and you will be notified by email if a revised schedule is posted.

The number of shifts you will work in a month may vary to ensure adequate resident coverage; typically 12 -18 shifts per block. You should expect to be scheduled to work during two weekends each month. Shift times are:

HDH	KGH
Dh = 0800-1600	A1 = 0800 – 1600
	D2 = 1100 - 1900
	DB1 = 0630 – 1430
	AB2 = 1500 - 2300
	AB3 = 1900 – 0300
	Nk = 2300 - 0700
	US-k = 1000 - 1400

We do our best to ensure you have a balanced schedule that provides exposure to acute and less-urgent illnesses/injuries at both sites. This may mean that you have several consecutive days of work, or your shifts may be spaced more widely apart. If you have questions/concerns about the schedule, contact the chief resident indicated on each block's schedule.

If you wish to trade shifts with another junior resident, you may do so. All requests must be sent to the chief resident for approval. It is the responsibility of the residents making the shift changes to notify both Emergency Departments (Section A and D at KGH, and Unit Clerk desk at HDH).

**Note: You cannot work an evening shift followed by a day shift.**

#### 5. Requests for Vacation/ Education Leave

All requests for leave must be submitted on a department leave request form (available on the website) to the chief resident ([queenserchief@gmail.com](mailto:queenserchief@gmail.com)) least 30 days prior to the start of the block in which the leave is requested. Emailed or verbal requests are not acceptable. Type of leave requested (Vacation vs. Educational) must be indicated. Generally, only one week of vacation should be taken during a one-block rotation. If your requested dates fall between two blocks, please complete and submit two separate request forms.

We do our best to accommodate all requests that we receive by the specified deadline. In cases where requests conflict, priority for time off will be given to residents taking educational leave, followed by vacation requests. We will notify you as soon as possible if your vacation request cannot be accommodated.

Requests to accommodate specific educational activities in your home department will be considered. These requests should be forwarded by your Program Director to Mary Lee, the EM Program Administrator ([mary.lee@kingstonhsc.ca](mailto:mary.lee@kingstonhsc.ca)), 549-6666 x 7660, Victory 3 KGH office).

## **6. Documentation**

Thorough and timely documentation on the patient chart is vital. Please ensure you complete regular reassessments of each patient throughout their emergency department. You should aim to write a progress note for each patient identifying key findings/results or changes in condition every 2 hours during their ED visit.

## **7. Acuity and Special Educational Interests**

We do not have control of our patient population mix therefore; we are unable to guarantee exposure to any particular clinical complaint or degree of acuity. However, if you are interested in increasing your exposure to a specific population or clinical presentation (including resuscitation) please identify this interest to both the senior resident and attending emergency physician at the start of each shift.

Your educational goals are important to us and we will try our best to ensure we meet your needs.

I look forward to meeting and working with you this year.

Dr. Michael McDonnell  
Assistant Program Director, Emergency Medicine  
Email: [michael.mcdonnell@kingstonhsc.ca](mailto:michael.mcdonnell@kingstonhsc.ca)  
(613) 548-2368

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