

## Medical Student Guide

### **Dress Code**

All medical students are expected to dress in a manner appropriate to a professional setting. Jeans, shorts, capri pants, tee shirts, tank tops, tops exposing midriff or that are low-cut, and flip-flop shoes are not appropriate. Clothing should be clean and in good condition.

### **ID Badge**

Medical students will be required to wear at all times while on-site at Deaconess Health System locations, an ID badge printed with student's picture, name and MEDICAL STUDENT. Badges must be returned to Academic Coordinator at the end of his/her rotation. Failure to return ID badge may result in withholding of rotation evaluation until ID badge is returned.

### **Electronic Medical Records**

Deaconess Hospital utilizes EPIC for our electronic medical records. If you need help logging into EPIC, please call 812-450-HELP. **Reminder: medical students are not permitted to place orders for any patients under any circumstance.**

### **Didactics**

Students are encouraged to attend daily Noon Conferences with the Family Medicine residents and Grand Rounds on Tuesday mornings, as time permits.

### **Library**

Health Science Library is located on the first floor of Deaconess Midtown Hospital. You will have access 24/7 with your ID badge. Numerous resources are available to you including: Access Medicine, PubMed, Up-to-Date, MICROMEDEX Healthcare Series, Journals A-Z, OVID Journals, etc.

**Medical Librarian: Gail Lee. 812-450-3885**

### **Confidentiality Statement**

All medical students will be required to sign a confidentiality statement for HIPPA.

### **Medical Student Handbook**

All medical students will be given a handbook and they will be required to sign a handbook acknowledgement form. The student handbook covers the following topics: confidentiality, infection control, emergency management, safety, attendance, parking and other human resource guidelines.

### **Immunization Records**

Medical students must provide evidence of immunization records identical to that required of employees, which is at the medical school or medical student's expense. Medical students may not enter in close proximity of patients until TB results have been read. From October 1<sup>st</sup> through March 31<sup>st</sup> proof of a flu shot given the current year is required.

### **Patient Consent**

Before a medical student enters an area to observe a patient process, the sponsor or preceptor (or designee) must obtain permission from the patient or the patient's personal representative. Medical students may not enter into a patient room if permission cannot be obtained or is denied.

### **Food/Drinks**

Food and drinks are not allowed in the clinic or hospital, except in the break room, unless you have approval from a manager.

### **General Questions**

If there are any further questions regarding rotations at Deaconess Hospital, please contact the Academic Coordinator at [Kelsey.blankenberger@deaconess.com](mailto:Kelsey.blankenberger@deaconess.com) or 812-450-2895.