Welcome to the Department of Anesthesiology. We hope that you have an enjoyable and informative rotation with us. This handout will give you some guidelines to get the most out of your stay. If you have any questions, Julie Ghatalia (Undergraduate Coordinator – uganesthesia@ottawahospital.on.ca) will be your resource person.

**Important Points**

1. Please be prompt. You will be expected in the O.R. by 7:30 am.
2. You will be expected to see inpatients on the afternoon before their surgery. Please see the section O.R. Schedule for more details.
3. You are expected to attend Grand Rounds during your rotation. Please see the section Rounds for more details.
4. On Mondays, Wednesdays and Fridays, Julie will be in her office at the University of Ottawa Skills and Simulation Centre. She can still be reached at uganesthesia@toh.on.ca. Julie will spend from 7:30 am to 8:30 am on those days in her Anesthesia Undergraduate office (B302) before departing to the Centre. On Tuesdays and Thursdays, Julie will be situated in her Undergraduate office (B302) from 7:30 am to 3:30 pm and can be reached at (613) 798-5555 ext. 17886.

**First Day**

Report to Julie Ghatalia’s office (Undergraduate Coordinator), in Rm B302, by 7:30 am. She will provide you with a locker, the change room access code, your call schedule and evaluation cards. You will also receive a brief orientation to the O.R. by one of the anesthesiology residents.

The reference text for this rotation is Anesthesia for Medical Students, by Dr. Pat Sullivan. Please read Chapter 5 (Getting Started: A Practical Approach to the O.R.) before your first day, to help you get oriented. Failure to return the textbook will result in the delay of your final rotation evaluation.

**Illness**

In the event that you become ill during your rotation, please notify Judy Dureau (Scheduling Coordinator) at (613)-761-4576 as soon as you realize that you will be unable to work. Once you are able to return to work, please call Judy (preferably before 12:00 pm) so that you will be included in the schedule for the following day.
**O.R. Schedule**

The O.R. day starts at 7:30 am every day except Wednesday, when it starts at 8:00 to accommodate Grand Rounds.

If you are assigned to the Riverside hospital, please report to the O.R. desk at the Riverside Campus main level at 7:30 am. You will receive your room assignment and a locker key. Present yourself to the anesthesiologist in the O.R. by 7:45 am. On days of rounds (Wednesdays), you should attend the rounds at the Civic and speak to Julie about transportation to the Riverside (either the hospital shuttle or a staff member).

At the end of the day, you may look up your next day’s room assignment. At the Civic Campus, a list of the next day’s schedule is available in the Anesthesia Lounge at approximately 2:00 pm. The front sheet and the full OR schedule will be posted here. If the schedule is not posted you may call the Main O.R. desk at 613-798-5555, ext 14724. At the Riverside campus, a list of the next day’s schedule (Riverside + Civic) will be available at the OR clerk’s station (613-738-8400, ext 88496). Note that you are encouraged to review the charts of patients having elective surgery. These charts can be reviewed in the PreAdmission Unit on the 1st floor. If reviewing charts, it is **CRITICAL** that they be put back where you found them and that all paperwork in the file be replaced in the same order in which it was found. Failure to do so could result in serious problems for the patient.

There are several categories of patients which are listed on the schedule:

Patients with a ward (e.g. A-3) or TCI (to come in) beside their name are inpatients, and should be seen by you pre-op. If possible, try to be accompanied by the staff with whom you will be doing the case, but logistically that may be difficult to arrange. The purpose of this visit is to provide you with the opportunity to practice your focused anesthesia history, physical (including airway assessment) and lab assessment. See Chapters 3 and 6 in the text. Inpatients are usually more complex, so familiarizing yourself with their pathology will increase your learning. Also, it provides an opportunity for the patient to meet you.

“SDCS” and “SDCS-ON” are daycare patients, who come in on the morning of surgery and go home the same day or first thing the next morning.

“SDA” means that they are admitted on the day of their surgery and will have been seen by an anesthesiologist at an earlier date in the Pre-Assessment Unit (PAU). These patients are not in hospital, so need not be seen pre-op. It is suggested that you review their charts the day before their surgery by visiting the PAU on E1.

**O.R. Activities**

By arriving prior to the beginning of the case, you will be able to discuss the anesthetic plan with your staff person and help prepare the O.R. for the first case.

Long operative procedures will provide you with an opportunity to discuss questions with your staff. If you are a third year medical student doing your mandatory two week anesthesia rotation, please bring your discussion topic list (green card) to the O.R. with you. Show the list to your staff to make sure that you are
meeting your learning objectives. Chapter 25 in the recommended text has review questions to evaluate whether or not you understand the material. There is frequently time for reading during long cases, so if there is a slow period, discuss some library time with your staff. Make sure you agree what time you should return for participation in the O.R. activities or discussion of the topic that you have read about. There is a library on B3 (Room 301) so that the staff can call you back if need be. The keypunch code for entry to this room is 2020.

**Rounds**

Grand Rounds are held mid-September to mid-May. They are held on Wednesday mornings (7:15-8:00 am) in the Bickell room.

**Medical Student Lecture Series**

A collection of voiced-over, Power Point lectures can be found in the Anesthesia Department library/computer room (B-301, code 2020). They are on the computers closest to the door and the window (black IBM monitor – please see Julie for the username/password). They can also be accessed from the internet (via One45). These lectures were specifically made for 3rd year medical students with your learning objectives in mind. You are expected to go over these lectures over the course of your rotation. If there is a “lull” during a longer surgical case, you may ask to be excused from the O.R. to do so. Alternatively, your staff anesthesiologist may suggest that you go review them at some appropriate point in the day. Two sets of earphones have been provided so that more than one student can view the lectures at any given time. There are 7 lectures with a total lecture time of 6 hours.

**Call**

You will be scheduled to **work one evening per elective/rotation** from 16:00 to approximately 22:00 hrs. You will be expected to work the next day (7:30am), so you should judge how late to stay based on the nature of the cases booked for that evening. You will not be expected to work on weekends. When you arrive for your call shift (OR #8 – dedicated Emergency room), contact the “A” resident on call. You may either spend your time with the resident or the staff, depending on the cases booked. The purpose of working in the evening is to give you some exposure to anesthesia for emergency surgery. The resident also covers the Case Room, Emergency Room, trauma codes, arrest team, etc. so following them can be quite informative.

**Evaluation**

You will be provided with daily evaluation cards, which should be given each day to the staff with whom you are working. They will fill them out and return them to **Dr. Nikhil Rastogi** (Undergraduate Director), who will complete the final evaluation. For elective students, if you have an evaluation form to be filled out, please hand it in during the first week of your rotation.

**Mid-Unit Evaluation**

Prior to receiving the mid-unit email, you should have achieved at least one of each procedure on the Anesthesia T-Clerk list. If your T-Log is incomplete, please notify Julie Ghatalia to assure adequate exposure by
the end of the rotation. The email will also contain the assigned date and time for your end of rotation appointment.

End of Rotation Evaluation

The end of rotation appointment will be with Julie Ghatalia. Prior to the appointment, you must fill in the preceptor and rotation evaluations.

Please bring the following items to the meeting:
- Copy of T-Log report
- Rotation evaluations
- Anesthesia for Medical Students text (if borrowed)

Logging of Activities on T-CLERK

You must keep track of your learning activities on T-Clerk/T-Res, during your rotation. This is part of a nationwide, University-driven initiative to quantify the medical students’ exposure during their clinical training. The info must also be entered into your own personal portfolio via your PDA and/or a web-based program. Failure to submit a T-Log will result in the delay of your final rotation evaluation and the inclusion of a notation regarding professionalism concerns.

The following activities/experiences comprise the T-CLerk report for your Anesthesia Rotation:

<table>
<thead>
<tr>
<th>Patient Encounter</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Operative Pain Management</td>
<td>Bag and Mask Ventilation</td>
</tr>
<tr>
<td>Pre-Operative Assessment</td>
<td>Intravenous (IV) Insertion</td>
</tr>
<tr>
<td>Shock/Hypotension*</td>
<td>Intubation</td>
</tr>
<tr>
<td></td>
<td>Laryngeal Mask Insertion</td>
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<tr>
<td></td>
<td>Oral/Nasal Airway Insertion*</td>
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<tr>
<td></td>
<td>Oxygen (by Prongs/Face Mask)*</td>
</tr>
<tr>
<td></td>
<td>Rapid Sequence Induction</td>
</tr>
</tbody>
</table>

*These experiences were covered in the simulator session and airway workshop components of the rotation orientation and may count towards the completion of your T-Logs.

We hope you have an enjoyable and rewarding rotation. If you feel there are any areas for improvement, please discuss them with Dr. Rastogi. Positive and negative feedback are welcome, to ensure the best possible rotation for future students.

Dr. Nikhil Rastogi, MD, FRCPC
Undergraduate Director
Department of Anesthesiology
The Ottawa Hospital