



Dear residents,

Welcome to what will hopefully be a busy month of great learning in the Saint John Regional Hospital Emergency Department (SJRH ED)! We extend a warm welcome to all new and returning residents to our emergency department. Our educational team is here to support you in your success as a resident doctor.

To this end, please review the attached orientation, checklist and contact information regarding your upcoming rotation in the emergency department. Be sure to check in with Melanie Kelly, our medical education assistant, as well as Dr. Clouston throughout your rotation.

The medical education team at the SJRH ED wishes you an enjoyable and rewarding learning experience. We hope that your time here will provide you with a wealth of knowledge and training that will serve you well throughout your career.

The Saint John Regional Hospital Emergency Department is committed to a safe and respectful workplace for all residents, students, staff physicians, nurses, allied health staff, and support staff. Additionally, we expect residents to behave professionally at all times and contribute to the safe learning environment for other residents and medical students.

The next month promises to be an exciting, busy and educational time. You can expect daily feedback from your preceptors, and a variety of academic sessions including M&M Rounds, ED Rounds, Learner's Simulations and Journal Club. The SJRH ED has an up-to-date website with a wide variety of useful information, which can be found here: www.sjrhem.ca. We encourage you to check it out!

Please get in touch with Dr. Clouston at any time if you have any questions, or a concern about your rotation.

Welcome to the Saint John Regional Hospital Emergency Department!

Warm regards,

Dr. Robin Clouston, MD, CCFP, CCFP (EM)
SJEM Postgraduate Program Director

SJEM Emergency Medicine Rotation
Resident Orientation, Checklist & Contact Info
Updated: May 26 2021

Check out sjrhem.ca/programs/residents/ for more information!

Checklist before your rotation:

1. Review resident expectations during your rotation:

• **Clinical:**

- Arrive on time or several minutes early for shifts.
- Attend all shifts ready to see patients and learn!
- Attire should be in keeping with the *SJEM Learner Attire Safety Policy*:
 - <http://sjrhem.ca/programs/residents/>
 - Scrubs recommended, please note that Horizon Health does not provide these for EM learners, you are welcome to wear your own scrubs or ED-appropriate business casual attire. Closed toed shoes are mandatory.
- Complete an ED End of Shift Evaluation for **every** shift, and ensure your preceptor completes and signs it. <http://sjrhem.ca/programs/residents/>
- Complete the Clinical Competencies / Encounters Log throughout your rotation. <http://sjrhem.ca/programs/residents/>

• **Academic:**

- PGY1s: Read **all** of *ABC's of Emergency Medicine* in Week 1, then **write quiz in Week 2**.
- Attend all academic session during your rotation.
 - If you are on shift, you will be excused to attend academic session.
 - Exception: do not need to attend academic session if working after midnight the previous night (E4, overnight shifts).
- **Residents will be asked to present at ED Rounds or Journal Club, or complete a Quality Improvement Audit, or complete a Resident Clinical Pearl.**
 - PGY1's: PGY1 residents will complete a Quality Improvement Audit.
 - Dr. Rachel Goss, our Knowledge Translation & Quality Improvement (KTQI) Lead organizes these Audits.
 - Dr. Clouston will be in touch with more info on this.
 - PGY2's and above: Residents will present at ED Rounds or Journal Club.
 - You will be paired with a faculty member to mentor you in the process.
 - If there is no ED Rounds or Journal Club scheduled, you may be asked to write a SJRH EM Resident Clinical Pearl.
 - <http://sjrhem.ca/programs/residents/resident-clinical-pearls/>
 - Dr. Clouston will be in touch regarding your Quality Improvement Audit, ED Rounds, Journal Club or Resident Clinical Pearl.

2. Check your shift schedule:

- Located at: <https://www.shiftadmin.com> (Contact Melanie Kelly re access).
 - i. Includes: 16 shifts / block, combo of days / evenings / weekends

- Approx. 2 shifts / block outside SJRH EM, may include:
 - i. Sussex Health Centre ED
 - ii. Charlotte County Hospital ED
 - iii. St. Joseph's Urgent Care Centre
- Per MarDocs regulations, min. 11h between shifts, min. 1 weekend off in 3
- Have a scheduling conflict?
 - i. Email Melanie Kelly ASAP to determine if schedule can be adjusted.
 - ii. All shift schedule adjustments must be approved by Dr. Robin Clouston.
- Need to call in sick?
 - i. Daytime – call Melanie Kelly at (506) 649-2635
 - ii. After business hours – call 648-8100 and speak to ward clerk.
 - iii. If scheduled to work in Sussex / CCH / UCC, call locating at 648-6111 and ask to be transferred to the relevant dept to let them know.
 - iv. Also send an email to melanie.kelly@horizonnb.ca
 - v. Note: For sick calls, an email or voice message only is not adequate, you must phone and speak to Melanie or the ward clerk **AND** email.

3. Review educational materials:

- Read all of ABC's of Emergency Medicine (**QUIZ in Week 2 of rotation!**)
<http://sjrhem.ca/programs/residents/>
- Access all SHRJEM.ca Clinical Guidelines:
<http://sjrhem.ca/programs/cqi/>
- Horizon Anti-Microbial Treatment Guidelines for Common Infections
https://www.horizonnb.ca/media/951180/antimicrobial_treatment_guidelines_for_common_infections_en.pdf
- Review your residency's objectives:
 - CCFP Priority Topics & Key Features (many are relevant to the ED!):
https://portal.cfpc.ca/ResourcesDocs/uploadedFiles/Education/Certification_in_Family_Medicine_Examination/Assessment-Objectives-for-Certification-in-FM-full-document.pdf
 - CCFP-EM Priority Topics in Emergency Medicine:
https://www.cfpc.ca/CFPC/media/Images/PDF/EM_KF-2017_Final_ENG.pdf
 - Royal College Emergency Medicine:
<https://www.royalcollege.ca/>
- Textbooks available for borrowing, enquire with Melanie Kelly.
- Lots of FOAM-ED links at sjrhem.ca!
<http://sjrhem.ca/programs/residents/>

4. Review SJRH EM monthly academic schedule:

- M&M Rounds: first Tuesday of month 9:00am
- ED Grand Rounds: second and third Tuesday of month 9:00am
- Journal Club: last week of month, in the evening
- Thursday AM Learner Sims 8:30am – 11:30am, subject to public health alert phase.



- M&M Rounds, ED Grand Rounds and Journal Club invitations will be sent via email from Melanie Kelly, and attendance is via Zoom or Microsoft Teams.
- Attend virtual events from Resident's room if on shift, otherwise attend from home.
- You may also wish to check out our Resident Clinical Pearls (RCPs):
<http://sjrhem.ca/programs/residents/resident-clinical-pearls/>

5. Review information re: resident area & belongings:

- All residents have access to a locker during their rotation.
- There is a small temporary resident's room located at Dr. Clouston & Dr. Talbot's office, please feel free to use!
- There is a larger resident's room located at Medical Education on 3DS.

During your rotation:

1. On your first day:

- You will get an orientation to the SJRH emergency department, including the Acute area, Trauma area and RAZ area (Rapid Assessment Zone).

2. While on shift:

- Arrive several minutes early.
- Introduce yourself to your preceptor, discuss learning objectives, discuss together how to proceed on shift (when to pick up chart, when to review with staff, etc).
- Do enter orders electronically into I3.
- Chart legibly and succinctly.
- Communicate regularly with nursing and allied health staff.
- Complete your patient log for your End of Shift evaluation as you see patients.
- ED shifts provide a great opportunity to:
 - Complete a focused history & physical exam
 - Develop a management plan for your patient
 - Perform point of care ultrasound
 - Interpret diagnostic imaging
 - Teach medical students while on shift
 - Participate in team-based resuscitation management
 - Seek out opportunities to practice many emergency department procedures, as well as skills such as IV insertion, catheter insertion, nasogastric tube insertion, casting and wound dressings.
- When managing patients and interacting with colleagues, consider: quality of care, patient safety, professional & clear communication, and efficiency in the ED setting.
- If there is a patient safety issue outside your scope of management, call for help.
- Complete End of Shift evaluation with your preceptor at the end of every shift.
- Add to the Clinical Competencies / Encounters log after every shift.

3. PGY1s: Read ALL of ABCs of Emergency Medicine, and complete quiz in Week 2.

4. Attendance at academic sessions:

- Tuesday morning (Rounds) & Thursday morning (Simulation), per academic schedule.
- Journal Club in last week of month, in evening.

5. Present at ED Rounds or Journal Club, or complete Resident Clinical Pearl or Resident Quality Improvement Audit, as directed by Dr. Clouston or Dr. Ross.

End of rotation checklist:

1. Return all ED End of Shift Evaluations & Clinical Competencies log to Melanie Kelly:

- Scan and email to melanie.kelly@horizonnb.ca
OR Deliver paper copies to Melanie's office during business hours.
- Recommended to do this approximately **3 days** before the last day of the rotation.
- Do not leave paper copies of End of Shift evaluations or the Clinical Competencies log in the ED for Dr. Clouston or Dr. Ross; we cannot be responsible if the evaluation forms go missing. Deliver all End of Shift evaluations electronically or in person to Melanie Kelly.

2. Plan a time to meet with Dr. Clouston to review your ITAR / ITER.

3. Return any borrowed textbooks to Melanie Kelly.

4. Complete your One45 evaluations:

- Resident Evaluation of Service
- Resident Evaluation of Preceptors
 - We request that you complete an evaluation for *every* preceptor with whom you worked on your rotation.
 - Preceptor immensely value resident feedback as a way to improve teaching. Your feedback matters to us!
- These One45 evaluations are de-identified and returned to the department & preceptors after multiple learners have been through the department. You are encouraged to be honest in these anonymous forms.

SJRH Emergency Department Learning Environment:

- The Saint John Regional Hospital Emergency Department is committed to a safe and respectful workplace for all residents, students, staff physicians, nurses, allied health staff, and support staff. The Dalhousie PGME Resident Safety Policy can be found here: <https://medicine.dal.ca/departments/core-units/postgraduate/calendar/general-guidelines-policies/resident-safety-policy.html>
- We do not tolerate bullying or harassment of residents.

- We expect residents to behave professionally at all times and contribute to the safe learning environment for other residents and medical students.
- Residents can expect preceptors to provide feedback in a professional manner, including both positive feedback and constructive feedback. Timely, direct feedback is an important feature of the rotation.
- If you feel there is an issue that has created an unsafe learning environment, please contact Dr. Clouston. If you don't feel comfortable with this avenue, contact the Assistant Deaf of Resident Affairs, Dr. Lisa Sutherland at sutherll@dal.ca.

Important contacts:

Melanie Kelly, SJRH EM Admin
Melanie.Kelly@horizonnb.ca
(506) 649-2635

Dr. Robin Clouston, SJRH EM Post Graduate Program Director
Robin.clouston@dal.ca
(506) 648-8100

Dr. Matt Greer, Undergraduate Site Director
Matt.Greer@dal.ca
(506) 648-8100

SJRH EM Ward Clerk (available 24h):
(506) 648-8100

St. Joseph's Urgent Care Centre (open 8:30am to 9:00pm):
(506) 632-5555

Sussex Health Centre Emergency Dept (open 24h):
(506) 432-3100

Charlotte County Hospital Emergency Dept (open 24h):
(506) 465-4444

**Saint John Regional Hospital Switchboard (available 24h):
(506) 648-6111**

Switchboard can connect you to any phone number at Horizon, including St. Joseph's Hospital, Sussex Health Centre and Charlotte County Hospital

Need to contact someone who is not on this list? Email Melanie.Kelly@horizonnb.ca and Melanie can direct you! 😊