



St. John West Shore Hospital  
CORE Medical Education  
29000 Center Ridge Road, Westlake, OH 44145  
Visiting Medical Student Guide

### **Preceptor Information**

Please be sure to contact your rotation preceptor **at least one week prior** to the first day of your rotation. Preceptor contact information has been included in your packet.

### **Where to Report on Your First Day**

Please report to the Graduate Medical Education Office (Building 2, Suite 150) at 8:00 am on the first day of your rotation. You will be given a brief orientation to the hospital and will take your photograph your hospital identification badge.

In addition, you will receive a packet of information about our internship (Traditional Rotating) and residency programs (Internal Medicine, Family Practice, Emergency Medicine and the Combined Internal Medicine/Emergency Medicine). Please feel free to ask about our post-graduate programs while you are here! An intern or resident will be happy to meet with you.

### **Parking**

Medical Student parking is allowed in the following lots, as seen on the enclosed campus map:

- Lot V-2 (on the North side of Medical Building 3)
- Lot E-1 (by the Emergency Department)
- Lot E-2 (by the Emergency Department)

Parking is free. Do not park by the pond, along Center Ridge Road, because your car will be towed away!

### **Identification Badge**

An ID badge will be issued to you on your first day. You must wear your ID badge at all times on the St. John West Shore Hospital campus. You will need to return your badge to the Graduate Medical Education Office at the end of your rotation.. You will need your badge to access the medical library and to receive your meal stipend in the hospital cafeteria.

### **Dress Code**

Students must wear a school lab coat at all times while in the hospital. A professional appearance is expected. All students are expected to avoid extreme styles in dress, makeup and accessories. Socks or hosiery are to be worn at all times. Open toe shoes and sandals are not permitted in direct care areas and are not considered professional attire. The uniform for floor duty during the day is professional attire with your lab coat.

Denim or jean-type slacks, bibbed overalls, carpenter or painter pants, shorts, or mini-skirts/dresses are not permitted. Male trainees are to wear a shirt with a collar and tie under the white clinical coat.

## **Pagers and Meditech Access**

If your rotation preceptor requires that you have a pager during your rotation, the Graduate Medical Education Office will issue one to you on your first day. You will be responsible for returning your pager to the Graduate Medical Education office on the last day of your rotation. You will be responsible for any damage to the pager and will be charged if it is lost. Batteries are available in the Graduate Medical Education Office shall you need to replace your pager battery.

If your rotation preceptor requires that you have Meditech access during your rotation, you will receive a login and password from the Graduate Medical Education office on your first day.

## **Meals**

A \$5.00 per meal allowance is provided in the hospital cafeteria. If your meal is over \$5.00, you will need to pay the difference in cash or you can use a credit card. Cafeteria hours are as follows:

Breakfast: 7:00 am – 9:00 am  
Ala Carte: 9:00 am – 10:45 am  
Lunch: 10:45 am – 2:00 pm  
Ala Carte: 2:00 pm – 5:30 pm  
Dinner: 4:00 pm – 6:00 pm  
Night Shift: 11:30 pm – 2:00 am

## **Medical Library and Internet Access**

The Jack Brill, D.O. Memorial Library is located in Building 2, Suite 102. The library is accessible 24/7 with your St. John West Shore identification badge.

Internet access is available in the library and in the resident's office. Access to UpToDate is available through the hospital and the OU library network.

## **Educational Programs Available**

To supplement you're the clinical training you will receive on your rotation, many lectures are available on a weekly basis tat you may attend. Schedules are available in the Graduate Medical Education Office.

Noon conferences are held Monday through Thursday. Topics span multiple disciplines. Please check the schedule daily for updates. Pharmaceutical companies occasionally sponsor the lectures, providing catered lunches.

A set of block lecture occurs each Wednesday from 7:00 am to 1:00 pm. Lectures include internal medicine case studies, emergency medicine skills labs, and lectures covering multiple disciplines.

Lectures are held in Building 2, Auditorium A unless noted on the lecture calendar.

## **Housing**

Student housing is provided free of charge to students living further than an hour away from St. John West Shore. Please be sure to indicate on your rotation application that you will require housing. If you receive housing, you will receive a housing information sheet with this packet.

***Thank you for scheduling a rotation at St. John West Shore Hospital.  
We are here to make your elective rotation an enjoyable and educational experience. Please feel free to contact the Graduate Medical Education Office with any questions during your time here.***