



Graduate Medical Education
29000 Center Ridge Road, Medical Arts Building #2, Suite 150
Westlake, OH 44145

Visiting Medical Student Guide

Sponsorship

The University Hospitals St. John Medical Center Medical Education program is sponsored by Lake Erie College of Osteopathic Medicine (LECOM) and UH St. John Medical Center to meet the American Osteopathic Association (AOA) requirements for accreditation of osteopathic graduate medical education programs. Due to our sponsorship affiliation, GME does not offer observations, shadowing, internships, or clerkships to students or graduates needing an USCE (United States Clinical Experience).

Requirements

Visiting students must be a current 3rd or 4th year osteopathic student from an accredited AOA school. The following documents are to be submitted before a rotation is secured:

1. Affiliation Agreement with your osteopathic school;
2. Letter of Good Standing from your school;
3. Proof of Malpractice Insurance;
4. Verification of current Immunizations;
5. Background Check;
6. Photo (jpg)
7. Current copy of your CV;
8. COMLEX1 score report & COMLEX2 (if available)
9. Contact information from your school, including phone number, address and email address;
10. A completed Visiting Student application from the St. John Medical Center Medical Education website.

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 8:30 am on the first day of your rotation (unless instructed otherwise). You will be given a brief orientation to the hospital, sign a confidentiality agreement and will receive your hospital identification badge.

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 C (on the North side of Medical Building 3) – Patients & Visitors
- Lot D (by the Emergency Department) - Employees
- Lot E (by the Emergency Department) – If working 2nd or 3rd shifts

Parking is free. Parking by the pond, along Center Ridge Road, is not permitted and will result in your car being towed.

Identification Badge

A University Hospitals St. John Medical Center ID badge will be issued to you on your first day. You must wear your ID badge at all times on the St. John Medical Center campus. You will need to return your badge to the Graduate Medical Education Office at the end of your rotation.

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.

Scope of Responsibility

The ultimate responsibility for patient care lies with the attending physician. As a medical student, you are to work under the direct supervision of a resident, fellow or attending physician.

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 and you will be responsible for any damage to the pager. You 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.

Medical Library and Internet Access

The Jack Brill, D.O. Memorial Library is located in Building 2. The library is accessible 24 hours a day. A librarian is available from 9:00 am-1:00 pm Monday through Friday.

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

Educational Programs Available

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

Housing

Student housing is the responsibility of the medical student. The Graduate Medical Education office will provide students a list of local hotels to help guide their search.

Thank you for scheduling a rotation at St. John Medical Center. We are here to make your elective rotation an educational experience, as well as an opportunity to learn about our residency programs! Please feel free to contact the Graduate Medical Education Office with any questions during your time here at 440-827-5985