ROTATION DUTY SHEET FOR: UMIR

The resident will review Duty Sheet regularly throughout the rotation.

GENERAL GUIDELINES

WORK HOURS

- 7:00 a.m. to 4:30 p.m.

PROFESSIONAL STANDARDS

- Be on time and prepared to work
- Be present in the room throughout the day
- Attend all required conferences
- Carry the on-call pager for Interventional Radiology per the schedule and contact staff for urgent cases. Make sure to note down the number of the on-call technologist and nurse before you leave for the day.
- Dress appropriately for interaction with patients and family
- Communicate effectively and courteously with clinicians, technologist, medical students, patients and family members
- Complete dictation in a timely manner

RESPONSIBILITIES

WORKFLOW

- At the start of the day, during morning conference, discuss and review all cases with staff and create a plan for each procedure.
  - Review all pertinent preprocedural information: labs, pre-procedure medications, procedure details and discuss with staff. Determine if the procedure is indicated and if any contraindications exit.
- Obtain consents and perform a limited history and physical of patients. Fill appropriate documentation for sedation. Before you consent a patient on complex procedures, discuss the case with a staff or fellow so that you convey correct and complete information to patients
- Perform the examination appropriately.
- Complete accurate dictation in a timely manner.
- After procedures, write post-procedure orders and follow-up studies in a timely manner.
- Communicate all pertinent findings including complications to the primary team.
EXAMINATIONS

- Know the relevant history.
- Perform the examination appropriately.
- Complete accurate dictation in a timely manner.
- Round on IR patients admitted to the medicine service.

COMPLETE AND ACCURATE REPORTS

Dictation of reports must include:

- Detailed description of procedures performed.
- Discussion of any complications and steps taken to mitigate them.
- Explicit instructions for follow-up studies, medication, etc and documentation of the appropriate discussions with the clinicians.

CLINICAL ISSUES

- The critical portion of each procedure must be performed with staff present. Check with IR staff about current policy to perform a procedure with the help of the IR physician assistants.

CONFERENCES/ROUNDS

- Case discussion of the cases of the day – daily 7:30 a.m.
- Tuesday 7:00 am IR CME conference
- Wednesday 7:00 am IR fellows’ teaching conference
- Resident IR conference, scheduled on Friday mornings as per didactic schedule

READING ASSIGNMENTS

REQUIRED

  Hardcopy available in the library

RECOMMENDED

- Society of Interventional Radiology Syllabi. Available at http://www.sirweb.org/clinical/all.shtml
- Additional reading may be assigned as appropriate.
ROTATION DUTY SHEET FOR: VAIR

The resident will review Duty Sheet regularly throughout the rotation.

GENERAL GUIDELINES

WORK HOURS

- 7:30 a.m. to 4:30 p.m.

PROFESSIONAL STANDARDS

- Be on time and prepared to work
- Be present in the room throughout the day
- Attend all required conferences and Grand Rounds
- Dress appropriately and professionally at all times
- Communicate effectively and courteously with clinicians, technologist, medical students, patients and family members
- Complete dictations in a timely manner

RESPONSIBILITIES

NOTIFICATION OF CRITICAL RESULTS

- Resident will promptly notify clinicians of all critical results

PROTOCOLS

- The day before procedures:
  - Review images for all patients the day before procedures. Determine if procedure can be performed with image guidance.
  - Review all pertinent preprocedure information: labs, pre-procedure medications, procedure details, and discuss with staff. Determine if the procedure is indicated and if any contraindications exist.
  - Write all preprocedure orders in the electronic charting system (CPRS) for all outpatients and in patients prior to the day of the procedure.
- Obtain consents and perform a limited history and physical of patients with the nursing staff
- After procedures, write post-procedure order and follow-up studies in a timely manner
- Enter information about procedures, post-procedure orders, and reports to clinicians to the electronic chart
Communicate all pertinent findings including complications to the primary team.
Intermittently check for same day studies added to the schedule.

EXAMINATIONS

Know the relevant history.
Understand and use the clinical indications, apply the ACR appropriateness criteria.
Perform the examination appropriately.
Complete accurate dictation in a timely manner.
Maintain quality assurance of images.
Follow-up after surgery or with clinical service to determine final diagnosis in those cases in which we have questioned the findings.

COMPLETE AND ACCURATE REPORTS

Dictation of reports much include:

- Detailed description of procedures performed.
- Discussion of any complications and steps taken to mitigate them.
- Explicit instructions for follow-up studies, medication, etc and documentation of the appropriate discussions with the clinicians.

CLINICAL ISSUES

- The critical portion of each procedure must be performed with staff present.

CONFERENCES/ROUNDS

- Senior in the room will give Medical Student lecture (using already prepared PPT).
- Attend Thursday vascular conference every other week
- Attend regular noon conference

TEACHING FILE

- All residents are responsible for at least 1 case. These should be discussed with the staff.

READING ASSIGNMENTS

REQUIRED
- Vascular and Interventional Radiology, Valji, K. 2006
- Interventional Radiology Essentials, LaBerge, J L. 2000

RECOMMENDED
- **Society of Interventional Radiology Syllabi**
- Additional reading may be assigned as appropriate.