

## Academic Year 2015-2016

### *Welcome to the Pediatric Emergency Medicine rotation at Children's Hospitals and Clinics – Minneapolis.*

**Schedule:** Your schedule for your rotation with us is included with this mailing. Please read the schedule carefully as you make note of your shifts - shift times do vary. As you read through the schedule, please contact us if you note any significant conflicts – efforts have been made to accommodate continuity clinics, education days and other on-call responsibilities. Unexcused absences e.g. illness, should be reported by you to your program Chief Resident or Program Director. They will then contact us with an appropriate replacement to fill your shift, if available.

**Schedule Requests:** The schedule is completed in 6 month blocks. You will receive an email asking for your schedule requests. Efforts will be made to accommodate a limited number of short term requests. Please send schedule requests to: [Heather.Pomeroy@childrensmn.org](mailto:Heather.Pomeroy@childrensmn.org). Heather can also be reached by phone at 651-220-6914

**Prior to the start of your rotation**...you will need to complete an online enrollment which is available [here](#). This enrollment process includes documentation required by Security, HIPPA, and the ACGME. PLEASE make sure you indicate which program you are from and submit a verifiable email address to complete the enrollment. You will need to update your enrollment for **every rotation and each experience** at Children's.

**Please Note:**

1. You will need to complete the enrollment process at least **one week prior** to your start date to ensure that you have computer access when you arrive at Children's for your first shift.
2. If this is your first enrollment, the process will take approximately 30-45 minutes. When you return to either Children's campuses for future rotations, you will only need to "**update**" your information which will take just 5-10 minutes.
3. You will need your immunization dates to complete the enrollment form. If you are a Univ. of MN student or resident, you can go to your "MY-U" on the U of M website, under the health and wellness section, to view a copy of your immunizations. **NOTE:** All sections of the enrollment form must be completed to gain computer access at Children's. If you have problems with FirstNet access contact the IT help desk at 651/855-2500.

**EMR (electronic medical record) How-to:**

Beginning in July of 2015, residents will begin to Directly Chart the ED visit into Clinical Documents in the EMR. (We are transitioning this summer and fall so you may start out documenting a patient visit on a paper chart.)

**Prior to the start of your rotation**...you will need to review eLearns (online tutorials) that show you how-to use our EMR application to effectively take care of children that you see in the ED.

Children's vendor for the EMR is Cerner and the application used by the ED is called FirstNet.

Here is a direct link: <http://www.childrensmn.org/Training/Cap/Misc/206704.htm>

If the direct link does not work or becomes outdated, here is how to navigate to the tutorials:

If you are **OUTSIDE** of Children's:

Children's Internet: from [www.childrensmn.org](http://www.childrensmn.org), click Health Professionals->EMR Resources->EMR Learning Center from the nested drop-down menu. In page that opens...in the right side navigation, go to Get Started with Children's EMR then click on Get Started with FirstNet to launch the eLearning. From the Table of Contents (side menu), click Processes for: Residents.

If you are **IN-HOUSE** at Children's:

Children's Intranet: from <http://intranet.childrensmn.org>, "StarNet", click EMR Learning Center from the left navigation. In page that opens...from the right side navigation, click Get Started with Children's EMR->FirstNet to launch the eLearning. From the Table of Contents (side menu), click Processes for: Residents.



## Resident PEM Rotation Information

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**Parking, Meals and Photo ID Badge:** Parking is provided during this rotation. Meals are on your own. On your first day, go to the medical education office in the basement (B170) of Children's Hospital - Minneapolis and ask for Corinne Wilcox-Schowalter, Medical Education Site Coordinator (612/813-6206). The parking card will require a \$20 (cash) deposit that will be refunded when the card is returned at the end of the rotation. If Corinne is not there, a parking voucher can be obtained from a clipboard hanging by her door. Just sign it, and take a single use parking voucher. If you do not have a Children's Photo I.D. you will need to complete a Photo ID Badge form. Please complete the form and take it to the first floor Photo I.D. Office to obtain your photo ID.

**Conferences:** There is one metro area pediatric emergency medicine conference that is optional to attend - the Pediatric Emergency Medicine Metro Conference. This conference is held at 8am on the second Friday of the month and rotates between the campuses of Children's-Minneapolis or St. Paul, Hennepin County Medical Center and Regions Medical Center. Rotating residents and fellows may present cases at this conference. Typically this is in the form of a 10 minute case presentation and discussion in a powerpoint format. A laptop and LCD are available at all sites. If you choose to present a case, I would suggest that you bring your presentation on a portable jump or flash style drive.



**For Pediatric and Medicine-Pediatric Residents:** Additional resources for this rotation in pediatric emergency medicine are available on the University of Minnesota, Department of Pediatrics moodle website – **Pediatric Residency Emergency Medicine Curriculum**. It can be accessed at: <https://moodle.umn.edu/>. Your University x500 username and passwords are used to login. You will find rotation information for all sites and many educational tools, including a posting of articles, an x-ray and photo log, and selected NEJM procedure videos. Rotation requirements are described in "Section 1 General Overview." There is also a blog where questions can be posted to the group for discussion or comment.

If you have any questions about the rotation, please feel free to contact me at (612) 813-6806 or [patrick.carolan@childrensmn.org](mailto:patrick.carolan@childrensmn.org). We hope you enjoy the rotation and we look forward to working with you.

Sincerely,

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Pediatric Emergency Medicine  
Children's Hospitals and Clinics of Minnesota  
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