

Department of Emergency Medicine Guidelines for Visitors and Volunteers

	Professional Associates / Visitors	Prospective Volunteers: EM Research Program	Prospective EM / Visiting Residents	NU Med Students	Undergraduate Students / All Others (Non-NU)
RE:	ED Tours	Research Opportunities	Observation/Shadowing	Observation/Shadowing	Observation/Shadowing
Inquiry:	<p>April York Clinical Operations Coordinator Tel (312) 926-6482 Fax (312) 926-6274 ayork@nmff.org</p>	<p>TBN Research Program Assistant Tel (312) 926-6482 Fax (312) 926-6274</p>	<p>Jill Craig EM Residency Coordinator Tel (312) 926-9512 Fax (312) 926-6274 emedres@northwestern.edu</p>	<p>Ryan McConnell Clerkship Coordinator Tel (312) 926-5874 Fax (312) 926-6274 rmconne@nmff.org</p>	<p>NMH Volunteer Office Tel (312) 926-2070 Fax (312) 926-9192</p>
Process:	<ol style="list-style-type: none"> Tour contact receives request and coordinates time with sponsoring MD/RN. Tour contact confirms date and time with prospective visitor. On the day of the tour, the visitor should report to the EM suite where he/she will complete the following orientation procedures: <ul style="list-style-type: none"> -Confidentiality agreement -Temporary ID badge. Designated MD/RN meets visitor and completes tour. 	<ol style="list-style-type: none"> Research Coordinator receives inquiry, determines interests/objectives of prospective volunteer. Research Coordinator collaborates with the Investigator(s) to determine if the individual's skills/interests are good match to study objectives. The Department Administrator may be involved with this process, as relevant. Investigator approves prospective volunteer. Research Coordinator contacts prospective volunteer and presents possibilities. <p>If none currently available, the individual's name and contact information will be kept on file, and will be contacted as opportunities arise.</p> <ol style="list-style-type: none"> Upon acceptance, the research volunteer reports to the NMH Volunteer Office, for orientation: <ul style="list-style-type: none"> - Volunteer Application - NMH ID Processing -1-day NMH Orientation - HIPPA Orientation - TB and MMR Skin tests After NMH Orientation, volunteer completes research orientation for NU: <p>CITI Training www.citiprogram.org</p> <p>HIPPA Training: www.northwestern.edu/research/OPRS/irb/forms/trainingRequirements.doc</p> Research Coordinator contacts the IRB adds volunteer to list of authorized personnel for relevant study. FirstNet access will be granted as relevant. 	<ol style="list-style-type: none"> EM Residency Coordinator receives the initial inquiry. All requests should be made via email or phone to the above contact person. All tours are in 2-3 hour time increments The applicant will be assigned to a current EM resident and/or attending during the 2-3 hour tour. Coordinator confirms time and date with applicant. On the tour date the applicant arrives with a white coat and appropriate professional attire. Upon arrival at the ED, the Coordinator meets with the applicant and has them sign a confidentiality agreement. Applicant is escorted to the ED and introduced to the EM resident and/or attending they are assigned to. If the Coordinator is not present, the agreement is left with the resident or faculty member responsible for the tour and the applicant reports directly to the ED. The applicant will not begin the tour until both parties sign the confidentiality agreement. All confidentiality agreements will be kept on file in the department's residency office. Applicant is required to wear their respective institution's identification badge while in the ED. Applicant will have no direct patient contact during this tour. 	<ol style="list-style-type: none"> Contact Clerkship Coordinator to check available dates and times to shadow in the ED. <p>Shadowing shift limits: - 4 hours per shift; 1 student per shift - Students shadowing for the first time must start in Team 4. Future shifts may then be worked in the main ED.</p> <ol style="list-style-type: none"> Clerkship Coordinator receives requests via email at least two days prior to requested shift. A signed "Infection Control and Prevention" form must be on file with the Clerkship coordinator. HIPAA education is provided for all first-year medical students as part of their curriculum. Copies of signed HIPAA agreements are on file in the office of the Executive Associate Dean, Feinberg School of Medicine. Confirming email, including the name of the attending physician to whom student should report, is sent. Attending physicians are notified one to two days in advance when a student has been scheduled to shadow with them. Notify clerkship coordinator regarding cancellations. 	<ol style="list-style-type: none"> Individual must fall within the research, residency and medical student criteria to be considered. If these criteria are not met individual must have a faculty sponsor within the department. If the individual meets none of these criteria please contact the NMH Volunteer Office at the above number for general information on institutional volunteer opportunities.