

Welcome to Northwestern University Feinberg School of Medicine!

Affiliated Hospitals:

Northwestern Memorial Hospital (NMH) Adult Tertiary Care Hospital
Lurie Children's Hospital (Lurie) Pediatric Tertiary Care Hospital
Shirley Ryan Ability Lab (SRAL) Rehabilitation Hospital

This document contains:

1. COVID-19 policies
 - a. NM Symptom Check
2. General information for visiting students
3. Campus map
4. NM ID photo and hospital badge pickup

During your rotation, we understand that life events may occur, and we are here to support you. In case of personal crisis or emergency, please contact us immediately. Someone who can assist can be reached regardless of time:

- During business hours:
 - AJ Schwartz, Visiting Students' Program Coordinator
adam.schwartz@northwestern.edu or 312-503-3659
 - Stephanie Miller, Director, Registration and Records
s-miller8@northwestern.edu or 312-503-0974
- After hours:
 - Susan Goldsmith, MD, Associate Dean of Student Affairs (or other Dean on Call)
312-695-5580 (leave callback number)

COVID-19 Policies

To ensure the safety of students, faculty, staff, patients, and the community, visiting students are expected to follow the same policies and procedures as Northwestern students. Please carefully review and be sure you understand the information on our [website](#).

Masking is still required for all public and patient care areas in all clinical buildings. Additional PPE may be required for certain clinical situations as directed by your team and will be provided for you. Continue to wash your hands often with soap and water or alcohol-based hand sanitizer.

You must complete the NM Symptom Tracker daily prior to entering any clinical building where patients might be present. Instructions for accessing the tracker are included in this packet and posted to the [COVID resources page](#). If you are rotating at Shirley Ryan AbilityLab, there is a separate symptom tracker to complete when you log into the computer each day.

If you develop any symptoms of COVID-19, stay home and contact Northwestern University Feinberg School of Medicine's confidential, monitored hotline at 312-503-3437 for next steps. Please also contact your departmental coordinator and visiting students' program coordinator (adam.schwartz@northwestern.edu).

Your rotation is contingent on policies from Northwestern University, the Feinberg School of Medicine, and our clinical affiliates at the time of the rotation. It may be suspended, shortened, or canceled if the number of cases or clinical situation makes it unsafe for you to complete your rotation.

General Information for Visiting Students

1. **Dining** – Northwestern does not have a traditional cafeteria, but there are dining options in many hospital building including: Feinberg Pavilion 1st and 2nd floors, Prentice Women’s Hospital 2nd floor, Lavin Pavilion 1st floor, Galter Pavilion 1st and 2nd floors, Arkes Pavilion 1st floor, Lurie Children’s Hospital 1st and 11th floors; Shirley Ryan AbilityLab 12th floor, in addition to the countless options in nearby Streeterville and the Magnificent Mile.
2. **White Coats** – You will need to bring a waist-length white coat from your home institution. These may also be purchased from the Uniform and Logo Shop, 845 North Michigan Avenue, Suite 900 W. (enter using gold elevators on professional office side). Monday – Friday, 8am – 5pm. 312/751-2342.
3. **Pagers/Lockers** – *Some* departments provide pagers and lockers for visiting students, some do not. The Visiting Students Office cannot provide pagers or lockers.
4. **Parking** – Parking in Streeterville is very limited, so unfortunately *there are no discounted parking rates for visiting students*. Many students have found monthly parking using [SpotHero](#). Please contact garages directly to ask about monthly rates. *Although we are unaffiliated and do not specifically endorse this option, there is early bird discount parking available for \$18.00/day (enter between 5:30-9am and leave by 7:30pm). Lot C/D is at 321 East Erie Street, between Erie & Ontario at Fairbanks.
5. **Paging Residents** at NMH – Dial the pager number, and then wait for the prompt to enter your callback number. If you are using an in-hospital phone, you only need to dial the last 5 numbers, (ex: 312/695-1234, just dial 5-1234).
6. **Evaluations** – All visiting students are assessed using the [Northwestern form](#). When you applied in VSAS, someone at your school indicated this was okay, with a few pre-arranged exceptions. Do not give an assessment forms directly to the department where you are rotating. Once completed, my office will send your evaluation directly to your home school.
7. **Letters of Recommendation** – Visiting students sometimes ask a Northwestern faculty member to write a letter of recommendation usually in support of residency applications. This is separate from your evaluation for the visiting rotation which is described above. If you ask a faculty member for a letter to support your residency application (or for another purpose) you must provide the information directly to the letter writer. Northwestern University is not responsible for handling these requests..
8. **Check-out** – In your last week, you will receive instructions where to return your ID. Your evaluation will be placed on hold if you do not return your ID to the correct location.
9. **If you have any problems or questions, please contact the Visiting Student Programs Office:**
Augusta Webster MD Office of Medical Education: 303 East Chicago Avenue, Ward 1-003
visitingstudents@northwestern.edu | Phone: 312-503-3659

Northwestern Medicine* ID Photo and Pick-Up

**If you are rotating exclusively at SRAL or Lurie, you are not required to get an NM ID.*

Please report to the ID Processing Office to take a photo and obtain your ID on the first day of your rotation. Depending on when the department wants you to arrive, you may have time in the morning before starting, or you can go sometime later on your first day.

Feinberg Pavilion, 251 E. Huron, Mezzanine Level (between first and second floors), M540
Monday – Friday
8:00am – 12:00pm; 1:30 – 4:00 pm

Your ID also serves as an access card and scrub card at NMH.

At the end of your rotation, you must return your NMH ID to the Visiting Students Program Office in order to finalize your clerkship. For security purposes, this is a hospital requirement – you cannot keep your ID. If you do not return your hospital ID, you will not receive your final evaluation and your home school will be notified. Please return your hospital ID to:

Visiting Students' Program Office of Medical Education
303 E. Chicago Avenue Ward Building 1st Floor, Suite 1-003

If you cannot arrive during business hours (M-F, 8:30am-5:00 pm), then you may drop your IDs in the slot in the door directly to the right of the 303 E. Chicago Avenue entrance after you enter the building. There will be a sign on the door. Do not place your ID in any mail slot where there is not a sign mentioning Visiting Students.

Please also:

- Do not give your NMH-issued ID directly to the hospital, department, or faculty as this may delay your evaluation.
- If you were issued an ID and/or scrub card for Lurie Children's Hospital or SRAL, please return these items to the Lurie security office on the 9th floor or the SRAL coordinator.
- Your ID is due before you leave campus and/or the city of Chicago.