

# NATIONAL CAPITAL CONSORTIUM PEDIATRIC RESIDENCY PROGRAM



## MEDICAL STUDENT ORIENTATION GUIDE

**Program Director**  
CDR Gregory H. Gorman  
[greg.gorman@nccpeds.com](mailto:greg.gorman@nccpeds.com)  
(301) 319-2466

**Program Coordinator**  
Theresa Kiefer  
[coordinator@nccpeds.com](mailto:coordinator@nccpeds.com)  
(301) 319-5437

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## WELCOME!

Thank you for choosing the National Capital Consortium Pediatric Residency Program as a place to do an elective or sub-internship in Pediatrics. We know you will find this opportunity to be a learning experience, not only in Pediatrics, but also in the way military medicine is practiced in the 21<sup>st</sup> century. This packet is designed to answer your questions about coming to our program as a student and to direct you to where and when you should report. Please read it carefully as it contains very specific information for you. Our staff and housestaff stand ready to make your experience with us an enjoyable and educational one. Please feel free to make copies of this document and pass it along to junior students who may in the future want to pursue training with us.

Gregory H Gorman, MD MHS  
CDR MC USN  
Residency Program Director  
301-319-5437  
[greg.gorman@nccpeds.com](mailto:greg.gorman@nccpeds.com)

National Capital Consortium Pediatric Residency Program  
Walter Reed National Military Medical Center  
Bethesda, MD

This packet of information is provided to assist you in preparing for your upcoming rotation(s). If our office can be of further assistance, please do not hesitate to contact Ms. Theresa Kiefer (Program Coordinator) at (301) 319-5437 or email at [coordinator@nccpeds.com](mailto:coordinator@nccpeds.com)

Please check our website ([www.nccpeds.com](http://www.nccpeds.com)) for links to both hospitals and elective information.

## NCC PEDIATRIC POLICY ON SUBINTERNSHIPS AND ELECTIVES FOR FOURTH YEAR MEDICAL STUDENTS

The Department of Pediatrics at the Walter Reed National Military Medical Center is the major teaching facility for the National Capital Consortium Pediatric Residency Program. We welcome all interested fourth year students to choose elective or sub-internship experiences at our hospital. The prerequisite for these experiences is successful completion of all third year core clerkships.

The educational goals for the clinical elective and sub-internship rotations in the catalog are listed below. The learning you achieve will also be determined, in part, by your personal educational goals for the rotation.

For definition purposes, sub-internships refer to students whose clinical experience is on the General Pediatric Inpatient Ward or in the NICU at Walter Reed National Military Medical Center. All other clinic experiences (e.g. subspecialty rotations) are considered electives.

### Clinical Elective and Sub-Internship Goals

1. Gather pediatric histories and perform physical examinations with minimal supervision.
2. Make an assessment of the clinical situation based on the data obtained and present a diagnostic and/or therapeutic plan to your preceptor or inpatient team.
3. Practice communication of your assessment and plans to patients and their parents.
4. Increase your knowledge base through dedicated reading, case discussions and presentations of interesting patients.
5. Foster your self-directed learning skills by using the literature to answer clinical questions you have about your patients.

Although you will be supervised, you should begin to think and act independently in terms of acquiring knowledge, practicing diagnostic skills and sharpening professional attitudes. This will prepare you for your internship.

### Additional Goals for Sub-internships

1. Acquire increased responsibility for patient care.
2. Practice caring for a patient continuously over time.



3. Practice skills in data management, communication, problem solving, independent thinking, team functioning, and medical planning.

The sub-internship experience is designed to prepare you for internship by providing an opportunity to practice skills that all interns should possess. Such preparation involves a continuum of responsibility for a patient's care, from hospitalization to follow-up. For these reasons, a sub-internship experience shall be 4 weeks in length and be supervised by a staff faculty member who is on site. The clinical experiences of a sub-intern may include a blend of inpatient, outpatient, and follow-up experiences in order to assure continuity of care. Sub-interns must be integrated into the medical team to provide service to patients rather than be passive participants. Night duty is a mandatory feature of the sub-internship and shall be no less than every fourth night or a week of night shift. The sub-intern should alert the Pediatric Chief Resident upon arrival to the service that he/she is available for call. The Chief Resident will coordinate call nights with the senior resident on the service.

#### Feedback and Evaluations

We encourage you to discuss your experiences and elicit feedback from your preceptor throughout your elective or sub-internship. Please ensure that the coordinator and your preceptor have the proper medical school form to complete your final evaluation. You are strongly encouraged to sit down with your preceptor to review your evaluation at the end of the rotation.

#### Supervision Policy

Students on clinical electives will be supervised directly by the staff attending who will be responsible for all care rendered to the patient. Students on sub-internships will work with and directly report to the senior resident who is responsible for supervising the sub-intern. Both sub-intern and senior resident report to the staff on the inpatient service who is the attending of record.



Walter Reed  
Bethesda

## **General Information**

All active duty and HPSP students can rotate with us. Usually, rotations are to be served while on active duty. If you are an Armed Forces Health Professions Scholarship Program (AFHPSP) student, you should apply for active duty training (ACDUTRA or ADT) orders. In certain instances, HPSP students can come without funding. Call the program coordinator for more information.

## **Checking In**

HPSP and USUHS students rotating at Walter Reed are required to report to the pediatric clinic which is on the 4<sup>th</sup> Floor of the America Building at 0730 on the first day of your rotation. You will meet with the Chief Resident, the Program Director or one of the Associate Program Directors who will introduce you to the department, and then escort you to pediatric morning report. In the afternoon, you will report to the Program Coordinator's office complete several forms, orient to the hospital, and check-in. If it is not a normal workday, report to your rotation and return to the Program Coordinator's office on the next business day.

Medical students working in the Neonatal Intensive Care Unit, the Mother Infant Care Center (MICC, or Nursery), or on a consultant service must have a Pink Stripe on their badge for access. Please ask the Program Coordinator for a memo authorizing the Pink Stripe before you go to get your Walter Reed ID Badge.

## **Duties and Responsibilities**

Students will be assigned to the various electives according to their choices. Students will work under the supervision of residents and staff. Students should attend all conferences and scheduled activities of the service to which assigned and participate as fully as possible. Please provide your staff attending a copy of your school's evaluation form on the first day of your elective. Prior to completion of the elective, the student will receive a final evaluation from the staff preceptor and a completed evaluation form. Please turn in a copy of your final evaluation to the Program Coordinator at the completion of your rotation.

## **Working Hours**

Normal working hours are 0730-1600 (Monday through Friday) and 0800-1200 (Saturday). Please be advised hours will vary depending on your rotation. Clinical clerks are encouraged to follow inpatients admitted to the ward on which they are assigned and to use the medical library facilities during your off duty hours. You are also expected to attend evening and weekend conferences, lectures, and Grand Rounds.



## **Grooming and Uniform**

You should be neatly groomed. Students in uniform should refer to the Armed Forces Health Professions Scholarship Program Handbook for grooming standards. An appropriate haircut should be obtained prior to reporting for duty.

Students on active duty for training (ACDUTRA, ADT, or USUHS) should report to their rotation in the prescribed uniform of the day. Students in uniform should ensure their uniform is clean, neatly pressed, and complete. Uniforms for the 3 services can be divided into 2 types: service uniforms (“camouflage”) and non-camouflage. You may wear the camouflage equivalent or the season-specific uniform for your service Monday through Thursday. On Friday, you must wear your non-camouflage, season-specific uniform. For Fridays, Army and Air Force students can wear Class B uniforms while Navy students should note the following: summer whites are the authorized non-camouflage uniform during the summer months of May-September, while Service Dress Blues are the authorized uniform for the winter months of October-April. As an option, service khaki’s (certified Navy twill) are authorized year-round as a non-camouflage uniform.

## **Lab Coats**

You are encouraged to bring your lab coat (short) and school identification tag or badge. Lab coats and laundry services are not provided.

## **Bloodborne Pathogens Course Requirements**

To eliminate or minimize a student’s exposure to bloodborne pathogens, all students participating in clinical clerkship electives or sub-internship rotations are required to participate in a comprehensive training course in Occupational Exposure to Bloodborne Pathogens on the first day of their rotation prior to any patient interaction. If a student has had training in this area he/she may be excused from this requirement by providing appropriate proof of participation (i.e. letter from the instructor, certificate).

For additional information regarding the blood borne pathogen requirement you may contact the Walter Reed Staff Education and Training (SEAT) Department, OSHA/Bloodborne Pathogen Training Coordinator at (301) 295-0181. Students who have not met this requirement will be unable to participate in the clinical clerkship electives or sub-internship experience.



## Evaluations

If your medical school requires an evaluation at the completion of your rotation, please provide the evaluation from your school directly to the service where you will be rotating. Upon completion of the elective, the student should receive a final evaluation from the staff preceptor and a completed evaluation form. Please turn in your final evaluation to our program coordinator.

## Housing

All housing accommodations are the sole responsibility of the student.

- a. Bachelor Office Quarters are not available at Walter Reed: therefore you will have to arrange lodging at the Navy Lodge on base at (301) 654-1795, or at a local hotel or corporate rental. The Navy Lodge is usually full, but you must contact them first for the CAN (see below).
- b. Students usually stay at a hotel off-base but close to the medical center. However, the process can be hard to navigate. The default for the government is to have you stay in quarters on-base (the Navy Lodge) -- facilities which are usually not available. Before getting approval for housing off-base, a Certificate of Non-Availability (CNA) is required. A CNA can be obtained by contacting the Navy Lodge ([navylodge-bethesda@nexweb.org](mailto:navylodge-bethesda@nexweb.org) or 301-654-1795, fax 301-654-9373). Our program can also help you navigate this process.
- c. Recently, students have found excellent lodging for comparable prices to hotels but with kitchen facilities and more amenities by using corporate housing services. As long as the corporate housing service has a current contract with the military billeting office, it will be reimbursed. One recent student who rotated in 2010 used BridgeStreet Corporate Housing [800 278 7338], asked for housing near Walter Reed-Bethesda, and specified the amount of housing per diem [they have several options and pretty much make them \$150, so it is important to give them the correct per diem (or under it) because they will charge right up to that amount]. Most students look for housing in Bethesda or in Silver Spring. The hospital is on the western leg of the Red Line of the Metro, and housing with stops close to the Medical Center metro station are good choices. For housing in downtown Silver Spring, there is a shuttle that runs every 15 minutes from the Silver Spring Metro station to the America Building. Some hotels also have direct shuttles to the hospital.



- d. Students on ACDUTRA will be reimbursed at the current per diem rate identified for the Washington metropolitan area by the Personnel Support Detachment (PSD) Office. For current per diem rates, you may contact PSD at (301) 295-9741 or visit the internet site to check the rates for zip code 20889.

<http://www.gsa.gov/portal/category/100120>

- e. Students accompanied by dependents are responsible for all costs incurred by dependents.

\*\*\*Rental cars will not be authorized, so ensure you have made arrangements prior to reporting to Walter Reed to support your transportation needs.\*\*\*

### **Internship Interviews**

If you are interested in interviewing for an internship position, please let our program coordinator know upon your arrival. Internship interviews are performed during the months of July through October. Because the NCC Pediatric Residency program is a combined program, you will have a total of four interviews (Chief Resident, a faculty member for your service, the Department Chief or Assistant Department Chief, and the Program Director). Uniform for interviewing is dress blues or summer whites for Navy and Class A's for Army and Air Force. If you have any questions, contact the Program Coordinator before your arrival at 301-319-5437.

### **Occupational Health Requirements**

All students (USUHS and HPSP) will be required to check into the Occupational Health Department at Walter Reed. When you check into Occupational Health you will be required to provide the following medical documentation.

- a. Proof of immunity by blood titer to measles, mumps, rubella, and varicella.
- b. Proof of immunity to Hepatitis B by titer. If you are currently in the process of getting your Hepatitis B immunization series, you can get your blood titer drawn one month after you have completed the Hepatitis B immunization series.
- c. Proof of TB (PPD) skin test within one year.
- d. Proof of tetanus/diphtheria toxoid immunization within the last 10 years.

If you cannot provide the medical documentation, you will be required to get the above blood titers, immunizations, and skin testing done at check in.

### **Pay**

Students on ACDUTRA will receive pay on the first payday after your reporting date. Regular military paydays are the first and fifteenth of each month.



## Supplies

Students are not required to purchase books or supplies for clinical electives.

## Parking

Students reporting for clinical electives may use the America Garage on the first day until otherwise instructed. Medical students are not authorized to park after the first day, although parking tags for inpatient can be obtained. Unauthorized parking will result in a ticket.

## Transportation

- a. Airports: The Washington metropolitan area is serviced by the following major airports:
  - Baltimore Washington International (BWI), Baltimore, MD 800-433-9492
  - Dulles International Airport, Dulles, VA 703-572-2700
  - Ronald Reagan National Airport, Washington, DC 703-417-8000
- b. Automobile: Walter Reed - Bethesda is located at 8910 Wisconsin Avenue (Route 355) south of Interstate 495. If traveling on I-495, you should exit at the Wisconsin Ave/Bethesda ramp.
- c. Public/Commuter Transit: The Washington metropolitan area is serviced by the Metrorail and Metrobus. Walter Reed is located at 8901 Wisconsin Avenue at the intersection of Jones Bridge Road in Bethesda, MD. Walter Reed is accessible via Metrobus and Metrorail at the Medical Center (bus and rail) stop. Information for Metrobus and Metrorail: (202) 637-7000.
- d. Walter Reed Shuttle Bus: Walter Reed offers shuttle bus service connecting Metrobus and Metrorail. A shuttle leaves from the corner of 2<sup>nd</sup> Ave/Wayne Ave & Colesville Rd (across from the Silver Spring metro stop on the east leg of the Red Line) every 15 minutes and drops you off in front of the America Building.
- e. Rental Cars: The Navy will not fund rental cars. The Army and Air Force sometimes will fund rental cars. However, parking is extremely tight on base. Please ensure you have adequate transportation.
- f. Biking: Walter Reed is close to the Capital Crescent bike trail that connects Georgetown to Silver Spring in an arc. There is an excellent gym, pool and locker room facility in Building 17, a short walk from the America Building, as well as a commuter locker room in the hallway between the America Building and the Heroes building. Lockers are for day use only. Bike racks are available throughout the campus.



- g. Walking: Several hotels and corporate housing sites are a short walk away from Walter Reed.

### **Other Amenities**

While on active duty, you are eligible to shop at the on-base Exchange, shop at the Commissary (located at the Forest Glen annex in Silver Spring), purchase tickets for events from the Morale, Welfare & Recreation (MWR) office,

The department has desks in the secure resident room reserved for fourth year medical students to use as a locker and place to hang their hat.

An informal resident event at a local establishment occurs near the end of each resident block. Ask the resident on your service when the 'Rotatec' will take place.

The residency reference/phone/handbook, the 'Scutdog,' will be distributed to you when available. The new version arrives in September each year.