RVH GIM Clinic Info for Trainees

Ning-Zi Sun
RVH GIM Clinic Director
2014-2015
LEARNING OBJECTIVES

- Learn to diagnose and treat the broad spectrum of internal medicine problems encountered in a general internal medicine ambulatory practice.
- Learn to function as a consultant to other physicians, including becoming proficient in consultant-level communication skills (via consultation letters and notes).
- Learn to effectively advise primary care physicians on the medium- to long-term management of the patient with chronic multisystem disease.
- Learn to delegate effectively to hospital and community resources (GIM clinical nurse specialist, medical day hospital, etc.).
- Practice teaching skills and receive formative feedback on them, in the context of 30 minute interactive teaching sessions.
GIM FELLOW PRESENCE

You are expected in the clinic when you are on:
- CTU at JGH, MGH or RVH
- Elective in Montreal
- GIMCS
- Med Obs at RVH or Ste-Justine (may need to change your clinic day to avoid conflict with rotation-specific clinics)
- Non-invasive cardiology

You are exempted from clinic when you are on:
- ICU and CCU (anywhere)
- CHIME or Elective outside of Montreal
CIM Resident Presence

You are expected in the clinic when you are on:
- 6M and 10M (reduced patient load)
- Elective and SAR in Montréal
- GIMCS (except post-evening-shift for R2/3s and when off-site for R1s → see below)

You are exempted from clinic when you are on:
- ICU and CCU (anywhere)
- 7M, CTU away from RVH
- CHIME, Elective and SAR Outside of Montreal
- Night Float
- R1s doing on ER consult service at MGH or JGH
- R2s/R3s POST evening shift on GIMCS (details currently under negotiation)

May need to change your clinic day to avoid conflict with the summer epidemiology course
STUDENT PRESENCE

- You are to be scheduled in on a “prn” basis depending on whether or not you have follow-up patients to see.
- You will be assigned a specific clinic day.
- You can access the schedule online at [https://www.dropbox.com/s/k93sbi1fjayho1j/RVH%20GIM%20Clinic%20-%20trainee%20schedule%20%202014-2015.xlsx](https://www.dropbox.com/s/k93sbi1fjayho1j/RVH%20GIM%20Clinic%20-%20trainee%20schedule%20%202014-2015.xlsx)
- You are encouraged to manage your own clinic by specifying the date on which you want to see the patient on the CTU or GIMCS referral form.
- If you are unsure whether you are expected in the clinic, call the clinic at ext 31807 BEFORE the start of your clinic.
TRAINEE OWNERSHIP OF CLINIC

- Increased ability for you to manage your own patient flow (in collaboration with clinic secretaries)
- You are encouraged to function as a “practice group” for your assigned clinic day

- I am doing my best to improve consistency in presence of attending MDs to improve continuity of care and education
- I want your feedback on the 2-attending model... please fill out a brief survey to this effect at end of each 2-attending clinic
COMMUNICATION POLICIES

Resident Ownership of Clinic

- Before each period start, make sure to review the clinic schedule for any conflict with call schedules.
- In case of conflict, you must notify the clinic to cancel your clinic by emailing:
  - Clinic secretaries Gina [gina.constantinidis@muhc.mcgill.ca] and Anna-Marie [anna-maria.presta@muhc.mcgill.ca]
  - GIM clinic director Dr. Sun [use BOTH ning.sun@mcgill.ca AND ning.sun@mail.mcgill.ca until further notice]
  - Your program admin:
    - GIM fellows: Audrey [aweizman@jgh.mcgill.ca]
    - cIM residents: Carol [carol.seguin@muhc.mcgill.ca]
    - Students: Marina [GIMAdmin@muhc.mcgill.ca]
- AND, if within 5 business days prior to clinic, call the GIM clinic at ext. 31807
- If you are assigned for teaching, you must arrange for a switch with a colleague and inform the clinic director ASAP.
- Your ability to manage your own clinic schedule will be assessed under the “Professional” CanMEDS role.
TIME AND PATIENT FLOW

- Moving from Tu/W/F to M/Tu/W/F (the Glen model) starting July 1st, 2014
- 9-9:30am: teaching by one of the trainee (preferentially R2-R5 with occasional R1)
- Urgent referral slot scheduled in under a R2/3 (to accept any urgent consult up until 48h prior to start of the clinic)
- Distributed lab review (each trainee will be responsible to review the lab of his/her own patients)
- “Orphan labs” (i.e. labs belonging to trainees who are absent) will be reviewed by GIM fellow / attending MD
Staffing:
- 1-2 attending(s)
- 0-2 GIM fellow(s)
- R1-R3 (variable numbers)
- ? 2 student(s)

Clinic secretaries: Anna-Marie and Gina (ext 31807)

Clinic nurse: Irma Forlini, office E2.66
- diabetic teaching, vaccinations, smoking cessation counselling, weight loss counselling, wound dressing changes, low molecular weight heparin...
**Patient Load and Mix**

- Urgent referral slot scheduled in under a R2/3 (to accept any urgent consult up until 48h prior to start of the clinic)
- All new consults triaged for urgency and level of trainee
- Post CTU/GIMCS consult / follow-up – use forms
  - Indicate reason for consult / follow-up
  - List all trainees involved in patient’s care
  - Verify phone number
  - Indicated name of GP or ER MD
  - Feel free to suggest specific dates based on your clinic schedule
- Follow-up:
  - On-going investigation
  - On-going treatment titration that can NOT be delegated to community physician
  - On-going follow-up and management for complex-care patients IN CONJUNCTION with community physician
RVH GIM Clinic

Follow-Up Requisition for patients seen on GIMCS

For use by the GIMCS team ONLY.
For all other services, please use regular consultation request form.

Patient phone number:  □ use number on hospital card
                      □ use ____________________________

Patient seen by GIMCS:  □ an ER  □ on in-patient service

Date of last patient assessment by GIMCS:

GIMCS attending physician’s name:

Primary Care or ER/in-patient service attending’s name:

Should be seen in:  □ <2 weeks  □ 2-4 weeks  □ other: ____________________________

Should preferentially be seen by (trainee’s name) – list the names of ALL trainees who have participated in patient’s care:

__________

__________

errors to be addressed at the patient’s GIM clinic appointment:

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Please fax completed form to the GIM Clinic at 514-843-1582.

If blood tests are required before the visit, please make sure the patient has his/her outpatient lab requisition (with the GIMCS attending physician’s name on it) and does the bloodwork at least 1 day prior to the GIM clinic appointment.
**Workflow**

- If reason for visit not clear, check with staff / fellow before seeing patients.
- With respect to lab reviews, all actions to be taken based on abnormal lab values must be discussed with staff / fellow. Briefly document these on progress note paper AND annotate lab sheets with an one-line summary of the action taken (even though MUHC lab printouts will no longer be filed, they will be returned to the mailbox of the ordering MD).
- Charting is currently on progress note paper.
- OWord document is being created and finalized for use starting hopefully before end of summer.
- For consultation letters, you must send draft to attending MD / fellow [e-mail addresses are posted in the clinic conference room] with cc to Gina [gina.constantinidis@muhc.mcgill.ca]
CLINIC RESOURCES

- Medical Day Hospital: room A4.12
  - For out-patient IV infusions (iron sucrose, Ig, blood products, corticosteroids, bisphosphonates...)
  - For out-patient bedside procedure (BM, LP...)
  - Staffed by nurses
  - Call 35199 to book an appointment
  - 4-6 week waiting list for new patients
  - If for IV infusions, they will ask for a MD responsible/available should there be any infusion-related reactions → give your name if you are in house on that day; if not, check with your attending

- Blood tests: a blood drawing lab is adjoined to the clinic area and open until 15h45

- EKG: in the Polyclinic South area until 15h45
ASSESSMENT

- Based on the CanMEDS framework
- Focused on out-patient consultancy-level skills
- GIM fellows: via online One45
- cIM residents: paper-based assessment form. Individual forms are reviewed and collated every 3 months by the Head Assessor (Dr. K Ly)
- Students: no formal assessment for 2014-2015
YOUR INPUT / FEEDBACK

- Help us with transition planning for our move to the Glen
  - Strict cap of 7 rooms per trainee clinic
  - Strict end time of 12pm for all am clinic
  - Please let clinic secretaries know whenever you are unable to finish clinic on time and why you think your clinic ran pass 12pm

- RVH GIM clinic committee resident members:
  - Alexander Lawandi
  - Isabelle Malhamé
  - Joëlle Mardini
  - Laila Samy
  - Laura Anne Habib
  - Mireille Sayegh
  - Ramy Saleh

- Clinic director: Dr. N-Z Sun [use BOTH
  ning.sun@mail.mcgill.ca AND ning.sun@mcgill.ca until further notice]

- Alternative channel: Dr. K Ly (MGH GIM clinic director)
  [khue.ly@mcgill.ca]