

## **Pre Anesthetic Assessment Clinics**

### **Responsibilities and Expectations of the Internal Medicine PGY 3**

Welcome to the Department of Anesthesiology and Perioperative Care. We hope that this is a rewarding experience for you. There are a few things we should point out:

- In order to maximize your learning, please read the material and articles given to you **before** your first day. There is not enough time during the clinics to review basic information. We like to use the time we have to discuss important topics and this assumes a baseline of knowledge.
- Introduce yourself at the start of the day to your staff and any other residents in the clinic. Let us know how many clinics you have done and give us some idea of your comfort level; that will help us focus our teaching. There are 30 staff members and 20 residents in our department, so it is unlikely that you will meet the same staff twice.
- Your staff will fill out an evaluation at the end of the day. These will be used to complete your ITER. Please encourage a brief discussion of how the day went with your staff.
- If you are unable to attend the clinic (this includes vacations, as we do not have access to your vacation schedule) or will be late, you must let our department know as soon as you can in order for us to assign someone else. Our ext is 7827.
- Familiarize yourself with our departmental website, **[www.anesthesia.ca](http://www.anesthesia.ca)**. This site has all of our policies that you will need to be aware of. Click on 'clinical guidelines' and on the left there is a list.

### **Monday and Wednesday mornings**

Pre Anesthetic Assessment clinics are Mondays and Wednesdays beginning at 0800 hours. You will be scheduled for the AM only both Mon and Wed. They are located at the HDH, Brock 1. Please arrive 15mins early in order to review your first patient's chart prior to seeing them. After you have completed your assessment, the staff anesthesiologist will review the pt with you, after which you should dictate your consultation. Please fill in the front sheet of the anesthetic record as well. You are responsible for filling out all requisitions for investigations and consultations required, as well as reviewing the bloodwork that is completed that day. You should strive to see at least one patient per hour (including arranging investigations and dictating) in order to keep the clinic on time.

### **Wednesday afternoons**

Wednesday afternoons at noon, please call our office at x7827 to let us know that you are available for consults and provide us with your pager number. Our office will then give you the consultations that have accrued that day and page you with any further ones. They will also let you know which staff you are to review the consult with and their pager #. Once you have completed your assessment(s), which includes filling in the yellow consult form as well as the front of the anesthetic record, page the staff and they will meet with you to review it. Please do not let these consults pile up, as often the staff has to be in the OR by 1530h and then will not be available to review them with you. Aim to have all consults completed and reviewed by 1530h. If you find you are running out of time, page your staff and they can try and get additional help.