

Toolworks General Hospital
New Resident Orientation
(Rev. 9/88)

Welcome to Toolworks General

We know that the first few days as a surgical resident can be difficult, so we have put together this orientation handout. Use it to familiarize yourself with the layout of TGH and the procedures you will be expected to follow. Refer to the "Operating Procedures Manual" (enclosed) in any instances that you feel more specific instructions are required. Good luck!

Your Responsibilities

You will be working on the eighth floor, under the auspices of the Department of Abdominal Surgery. This is a separate unit with its own personnel staffing, record keeping and teaching facilities. As you know, your job is to diagnose patients (after ordering any necessary tests), prescribe treatments or drugs and - when appropriate - operate.

In short, you have all the privileges and responsibilities of any other surgeon in the hospital. About the only difference is that Dr. Lindstrom will be tracking your progress and offering guidance when needed.

Upon Arrival

When you arrive at the start of your shift, the first thing you should do is check in at the Nurse's Station. Hospital policy requires that all residents sign in before cases will be assigned. Monica Pierce, the Charge Nurse, keeps track of the sign-in list. Once you sign in with Monica, she will make sure you receive any messages and let you know if you have patients waiting.

Hospital Paging System

The Board of Directors has installed, at great expense, a hospital message paging system. The paging system assures that all physicians can be

New Resident Orientation - Page Two

located immediately so that test results, medical histories and other critical information can be passed to you quickly and efficiently. All physicians (except when in surgery) are required to carry their beepers and to respond as soon as possible to a page.

Failure to respond in a timely manner will result in dismissal from the staff and termination of your hospital privileges.

When your beeper goes off, return as soon as possible to the Nurse's Station. Nurse Pierce will relay the message and make a phone available so you can return the call. If you are uncertain how to operate your beeper, please see the more detailed instructions located in your "Operating Procedures Manual," also found in this information packet.

The Floor Plan

Aside from the Nurse's Station, there are several other areas with which you should become familiar. Across the hall from the Nurse's Station is the Classroom, where Dr. Lindstrom holds daily lectures (along with special sessions for residents needing extra instruction). The Classroom is fully equipped for audio-visual presentations and will become an integral part of your continuing education in abdominal surgery.

Patient Rooms

The numbered doors at the end of the hall lead to patient's rooms. While on duty, you are the attending physician for all patients on the floor. It is your responsibility to look in on the patients and check their progress. An up-to-date medical history for each patient may be found on the clipboard at the base of the patient's bed. If you feel additional tests, medication or surgical prep is indicated, mark the appropriate action on the clipboard. See the "Operating Procedures Manual" for more specific instructions on surgery as well as ordering medication and tests.

The Personnel Office

Shelly Marks administers the personnel office. We recommend that you visit Shelly to select your surgical team. You will find that, while each staff member is skilled and competent, all have slightly different educational backgrounds, experience and personalities. It may take a while to discover the combination of talent and personality with which you feel most comfortable while in the operating theater.

The Operating Theater

The double doors to the left of the Nurse's Station lead to the Operating Theater. After surgical prep is ordered, the patient will be brought to the OR when ready.