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| **Clerkship Name:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Hospital / Clinic Name:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Clinical Site** | e.g., Labor & Delivery, or Medicine Clinic |
| **Location** | Address or specific location/floor within the hospital, may include parking info where applicable |
| **Facilities** | (1) Where should students **store their belongings** during the work day? |
| (2) Where can students **study** if there is downtime? |
| (3) If students are working any night shifts: where is the **call room** & is there anything they need to know about access codes, replenishing linens, etc.? |
| **Supervisors** | Could be specific names + contact info, or groups such as “NICU attendings and pediatric residents” |
| **Daily Schedule** | Shift start + end times |
| **Call Schedule** | If applicable |
| **Attire** | Business casual vs. scrubs (please specify if site requires *hospital*-provided scrubs & where/how students would obtain) |
| **Documentation** | Describe any expectations regarding student notes including:  • Note *types* – admission H&Ps, progress notes, pre/post-op assessments, discharge summaries, etc.  • By *when* notes need to be completed  • Any other logistics e.g., if students need to assign physician “*co-signers*” for their notes in the EHR |
| **Daily Workflow** | Here you can describe anything about the clinical day that students should know such as:   * What time attending rounds begin * How many patients a student is expected to see / carry * How students should prepare for rounds, OR cases, or clinic encounters * Any patient follow-up expected of students e.g., clinical reassessments, updating a team list before PM signout, verifying that clinic patients received their referrals at check-out, etc.   If you would like to provide any kind of ***guide for student notes or oral patient presentations,*** please include that below this chart (or as a separate document) |