

## Plastic Surgery Intern Guide

We are looking forward to having you on service beginning today! Amanda Kotsovos is the program coordinator and has a wealth of information. Liz Aldridge is our clinical manager. Amanda will contact you to schedule a 30 minute exit interview at the end of your rotation with the Chief of Plastic and Reconstructive Surgery, Dr. Juliana Hansen.

### General Information

- A plastic surgery handbook will be emailed to you at the beginning of your rotation. The Attending will expect you to be familiar with its contents. Grabb & Smith's Plastic Surgery is a good reference book for you for this rotation.
- You will receive email reminders to attend our weekly **Educational Conference (Mondays 7:00 AM - 8:00 AM, Thursdays 6:45 AM – 7:15 AM)**. All residents are required to attend the conferences and to complete evaluations at the educational conferences. Monday conferences usually take place at Mac Hall 3144. Thursday Hand conferences will be held at Mac Hall room 3198.
- Plastic surgery team shares a work room on 4A with urology and transplant teams.
- Plastic surgery clinic is located on CHH fifth floor. We operated at SOR, NOR, DCH, and CHH.

### The List

- Email Amanda Kotsovos for access to the list under X:/>SOM > Plastic Surgery> Shared > Patient List > Plastic Surgery Census
- Update usual stuff (room, antibiotics, cultures, etc.)
- Bottom of list add case info for upcoming day (Look under Schedule tab > Plastics > click on next day's date and you can see which attendings have cases)
- Update on call schedule (Look on SmartWeb for which resident/attending is on call, and which service is on call for Hand and Facial Trauma)

### Morning

- Have list ready
- Group resident rounds usually at 6 or 6:15. There is a group text that everyone uses to communicate about times and patient updates or questions.
- Do orders, notes, discharges, etc. Then you're free to go to the OR!

### Epic

- Inpatient List: System List > Treatment Teams > Plastic
- Consult List: System List > Consults Adult > Plastic Surgery
- Make sure Ipt Plastics is on the treatment team for anyone we're following so they show up on our list (this is usually already done by the admitting/operating resident but sometimes gets missed)

- Schedule list (to see upcoming OR and clinic patients): Click on Schedule Tab > Click on My Schedule (Right Click) > Create Schedule > Give it a name > Default columns are fine to use > Click on Advanced Tab- make Default apt report “Pre-Visit Summary” and default case report “OHSU OR RTF CASELOG GENERAL INFO” > Go to configuration tab > click on provider [all depts] button > manually add Hansen, Mueller, Solomon, and Chang to your list > then click Accept.
- That’s the list to use to know what cases and times to add for the next day for the excel list. Also to find what patients need pre-op orders.

#### Daily

- **Communicated directly and in a timely fashion with the resident and/or responsible attending about any significant changes in patient’s status.** This requires a phone call.
- PM round with a senior level whenever they’re free (usually anywhere between 3-6pm). Usually will get a group text about this.
- Pre-op next day’s pt (sometimes these are already done from clinic). I use the GEN: PRE OP ADULT user set. Look under chart review to see what surgery is scheduled (Surgery event of clinic note)

#### Notes

- Templates for progress note, H&P, post-op check, clinic notes
  - Daily progress note: .dgplasticprogress or sometimes I just free-write them
  - Post-Op check: .dgplasticpostop
  - New clinic pt note: .dgplsclinicnew
  - Established clinic pt note: .dgclinicfu
  - You can also browse through attendings or other residents templates for specific stuff
- Write post-op check notes if you saw the pt on PM rounds (unless the operating resident did already)
- **Round and write notes on every patient, every day.** Discharge summaries are to be complete and routed to the primary care physician on the day of discharge. Please note all overnight consults go to the on-call attending.
- **When discharging patients home, please use Laura’s discharge instructions. Please communicated with the clinic for follow-up appointments.**
- **Personally reviewed all x-rays, laboratory values, other important data and please obtain all referring hospital records as needed. This is particularly true for transfers from the hospitals.**

#### Faculty

- Residents are assigned to 1 attending so they will usually only know the plans for their patients

- The resident working with each attending should give you specifics of the plan for discharge (meds, follow-up, wound care, etc.)

#### Operating room

- Please make sure that history and physical for all cases are updated, consent is available as instructed by the resident, and preoperative orders are in place the day before surgery.
- Please make sure that scheduling of all cases goes through the Attending and plastic surgery scheduler.
- Brief operative notes are expected to be done at the end of each case.
- Residents must be in the room prior to induction if they expected to perform surgery, and meet the patient in the preoperative holding area. All exceptions need to be cleared with the Attending prior to the case. OR cases usually begin at 7:30 AM. The operative resident must:
  - Meet the patient in the preoperative area prior to the patient being brought back to the OR.
  - Write a preoperative note that indicates knowledge of what operation is planned.
  - Accompany the patient to the OR and be present doing induction, prepping and draping.
  - If the operative resident has not made previous arrangements with the attending to be absent for any of the above steps, she/he will not be allowed to scrub for the case.

#### Clinic

- **You are expected to attend all clinics (CHH 5<sup>th</sup> floor) if you are not directly involved in an operation or urgent patient care issue or consult.**
- To schedule a clinic patient, please call the Plastic and Reconstructive Surgery clinic at 503-494-6687.

#### Other

- Arrange F/U visits using the messaging tool in Epic. Click the “In basket” tab in EPIC > Open new message > enter P PLS PAS POOL in the To: box > choose the patient from the patient tab > in notes just type the attending and date for the apt or general time frame.
- Medical students should help do the list.
- If the resident on call is not on the team currently (they rotate at Emmanuel, VA, etc.) then they’ll usually ask you to send them an email with an updated list and a brief sign out around 5pm.
- If you’re the first to see a wound, take a picture and put it in the chart. Also take pictures during VAC changes to put in the daily progress note.

**Thank you and welcome!**

**We hope that you will both learn and enjoy your four weeks with us!**