

2018-2019 HME PROGRAM TIMETABLE

October 15, 2018 - Introductory Letter sent to the Indiana Hospital Association for distribution to all Indiana hospitals, includes program/application form for participation.

December 5, 2018 – Hospital Application deadline for Indiana hospitals wishing to participate in the 2019 HME Program.

December 1, 2018 thru February 1, 2019- Application sent to the students via email on December 1, 2018 (all hospital contacts will also be provided) and medical students will have information on how to contact hospitals for interviewing (if required by the hospital). *Interview period* begins. Medical students are responsible for contacting the hospitals of interest off the **2019 Hospital Participant Contact List** to schedule an interview. Students will have information on what hospitals require an interview off the hospital contact list as well.

February 1, 2019 – The final deadline for medical students interviewing with Hospitals (that require interviews). All interviews must be completed by **February 1, 2019**.

February 1, 2019 – The final deadline for receipt of applications from medical students to the address listed on the application. We encourage students to submit the application as a PDF document via an email attachment. As we receive applications, the hospital contact will be sent any applications where the student has listed the hospital as one of their top three considerations.

February 8, 2019 - Hospital rank order is due and should be emailed to Jespada@iu.edu. Students will be matched to hospital openings using the hospital's rank order. Any positions not filled will be filled using information provided by the students on their application and available hospital openings. Hospitals will not be matched with a student until approval has been received from the hospital.

February 14, 2019 - March 1, 2019 – Initially, email notifications will be sent to student's matched. The email will notify them of their assignment and copying the hospital contact. The student will be given until March 1 to **accept** or **decline** their assignment. Any declined assignments will be filled with unmatched hospital alternates or utilizing application information for the best possible match. Any assignments accepted by the student will be given to the hospital to follow up with and begin the process of formulating a plan for the student's summer experience. For some, this may involve completing additional employment forms or submitting additional information as requested by the hospital.

The match process will continue utilizing student alternates as openings become available until May 1, 2019.

May, June, and July 2019 - Hospital Medical Education program begins after the last day of the spring semester, May 17, 2019. Hospitals will have had communicated with their student(s) in advance about start dates and the curriculum in formulating the student's summer experience.

In the following couple of pages are suggestions that have been made to the participating hospitals to include in the student's summer experience. Certainly, the hospital is free to be creative as they discuss the summer experience with the student participant.

Suggested Hospital Medical Education Program Outline

The outline below may be helpful in setting up the format for the Hospital Medical Education Program in your hospital. You may select rotations in specialties not listed and place them in the order of your choosing.

Section I – Orientation

- General program introduction
- Tour of hospital/clinic and community
- Introduction to MD's office
- Hospital/clinical administration
- Review of obligations and responsibilities

Section II – Medicine

- Rounds, general nursing unit function
- Radiology, physical diagnosis
- Intensive/coronary care units
- Medical subspecialties
- Special community programs

Section III – Pediatrics – OB/GYN

- Pediatric rounds, radiology
- Physical diagnosis
- Pediatric unit
- Gynecology rounds, physical diagnosis
- Obstetrics, labor/delivery room

Section IV – Emergency Room/OPD

- Emergency room
- Out-Patient departments
- Physical diagnosis
- Community activities

Section V – Laboratories

- Pathology
- Microbiology
- Biochemistry
- Hematology
- Blood Bank
- Data interpretation and application

Section VI – Patient Relations

- Patient consultations
- Dying patients
- Family of patient, fears and questions
- Coping with tragedy
- Medical ethics

Section VII – Physician's Office

- Family practitioners
- Specialty practices
- Group practice/solo practice
- Clinic practice

Section VIII – Allied Health

- Social services/home care
- Family dietary
- Physical therapy, radiation therapy
- Inhalation therapy
- Nursing care
- Ministry/social services

Section IX – Community Health

- Community clinics
- Health education programs
- Nursing home, mental health care
- Physician's office – outlying communities
- Emergency or rescue teams
- Family planning

Section X – The Community

- Get the student involved with people in the community
- Community events/picnics
- Local clubs
- Community projects, resources

Section XI – Electives

- In many programs, physicians have offered electives and presentation on related topics to the students. Students have also been invited to take Operating Room call and spend evenings in the Emergency Room.
- Your innovations are what help make the program successful.