

**MADIGAN ARMY MEDICAL CENTER
FAMILY MEDICINE INFORMATION**
Tacoma, Washington 98431

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LOCATION:

Madigan Army Medical Center
Joint Base Lewis-McChord
9040A Jackson Avenue
Tacoma, WA 98431

GENERAL INFORMATION

The Family Medicine Clinic at Madigan Army Medical Center at Fort Lewis is a few miles south of Tacoma. The clinic is located within the hospital and is staffed by 16 faculty, 21 residents, and nurses. Clinic facilities include exam rooms, administrative offices, lab, minor surgery rooms, a medical student workroom, and a conference room. The majority of time will be spent in the ambulatory clinic with one week on our inpatient team. There is a daily morning report and weekly didactics.

PRELIMINARY ARRANGEMENTS

Federal Background Investigation:

Due to security regulations at Madigan, every civilian is mandated to complete a National Agency Check with Inquiries in order to gain access to the hospital and the government computer systems. The following steps need to occur in order to begin the background investigation process:

- Must be a U.S. Citizen
- GME's student coordinator, Abel Rodriguez, will need your MAMC Form 1567 completed with address and phone number 120 days prior to a rotation. All documents must be complete 90 days prior to your arrival
- You must complete and sign the forms DD 306, which you will take to your appointment with the Madigan Security office (see below).
- Contact the Madigan Security office at 253-968-2032 or russell.l.cantonwine.civ@mail.mil to set up an appointment to visit the Madigan Security office to take fingerprints. At the appointment, you will need to have the completed **Proof of Birth form, DD 306, DD 2981, DD 3058, Original/Certified Birth Certificate, SSN Card, and Valid State ID**. Copies or substitutions **are not** accepted and will delay the investigation process. Without the appropriate documents, an appointment may not be scheduled. A Certificate of Naturalization is acceptable for proof of U.S. citizenship.

- After submitting your paperwork to Madigan Security, you will receive an investigation request acknowledgement email from Personnel Security Investigation Portal (PSIP) Center of Excellence. It is crucial that you check your email. The email is being sent to allow adequate time to collect the required information. Attached to the email there will be a list of information required by the U.S. Office of Personnel Management asking you to complete the online portion of your background, Electronic Questionnaire for Investigation Processing (eQIP). **There is a time limit for a response that will expire (5 Days) and the process will have to start over.**

If you have questions concerning the eQIP process, you may contact PSIP directly by calling 410-278-4194 or Russell Cantonwine, Madigan Security Assistant, at 253-968-2032 or russell.l.cantonwine.civ@mail.mil.

If you live beyond the 100 mile radius, contact the GME coordinator, Abel Rodriguez for information on how to complete your background check from a distance. Please do not hesitate to contact Abel Rodriguez with any questions at 253-968-1511.

Additional items required at least 30 days prior to the rotation and emailed to: Abel Rodriguez

- Letter of good standing
- Liability insurance
- Immunization records up to date with MMR (measles, mumps & rubella), Tdap, Hep B series, varicella or hx of chickenpox and current TB skin test.

Housing: Contact the Family Medicine Clerkship office at fmclerk@uw.edu for information on lodging arrangements at the IHG Army Hotel on Joint Base Lewis-McChord if lodging is needed.

Transportation: Car required. Proof of auto insurance and vehicle registration is necessary to access the installation.

Inprocessing Instructions: Abel Rodriguez will send you an email with all in-processing information and required training instructions for HIPAA, Cyber Awareness, EMR, and an abbreviated New Employee Orientation for visiting students. You should prepare to begin your rotation in the morning on the first day of the rotation at the GME office with Mr. Rodriguez.

After in-processing with Mr. Rodriguez, you will meet with Dr. Tyler Raymond, Family Medicine Preceptor (back-up is Dr. Keith Petersen). Dr. Raymond is responsible for the family medicine student program. At least one faculty member or senior resident will always supervise the student. Orientation to the Madigan Army Medical Center Family Medicine will include faculty and staff introductions, procedures and policies of the clinic, and your six week rotation schedule.

CLINICAL WORK

*In the Clinic: You will work in the ambulatory clinic with several different physicians as your clinical preceptors (residents and faculty). The patients have been told that students will be involved in their care. Your preceptor should review any specific expectations they have for you before starting clinic. If they forget, please feel free to ask. Teaching is centered around the problems presented by the patients during that clinic. When you enter a patient room, always introduce yourself as a student physician working with the preceptor as part of your medical studies at USUHS, the University of Washington, or your specific medical school. Use the patient's rank or appropriate title, not their first name unless they specify otherwise. Typically, you will be expected to take an initial history, complete an appropriate physical exam, and present your patient in a succinct SOAP format to your preceptor. Your preceptor should directly observe you, as well as allow you opportunity to interview the patient independently. The preceptor will briefly discuss each case with you after you've presented the patient, and you will complete the encounter with the patient together. As your preceptor determines your competency level and judgment, you will be allowed to assume more responsibility. You are always able to seek your preceptor's assistance for any safety concerns or areas of uncertainty. Students may participate in and observe procedures as they are available. You are expected to complete documentation of your patient encounters in the electronic medical record (EMR) by the end of that clinic day. The encounter must be completed and signed by your preceptor. Clinic hours are 0800 to 1200 and 1300 to 1630. Clinic may be longer depending on the patient requirements. Morning report is at 0715 daily.

*Inpatient Care: There is no overnight call. For MSII/III students, one week of the rotation will be spent on the family medicine inpatient team (FMIT). We do not require students to work on the weekend but you are welcome to if you want to gain additional inpatient or OB experience. For Sub-I students, the majority of the rotation will be spent working with the FMIT with one week in the FM clinic. While working on the FMIT, the student will work with an R2 or R3 helping to evaluate and manage emergencies, inpatient, and obstetric patients. The student may participate in admissions but must have all orders and notes co-signed.

*Dress: Recommended dress is business casual in clinic and hospital scrubs while on the inpatient team. Scrubs may be worn in clinic when doing procedure. Jeans are not authorized. You must wear a white coat or school jacket when wearing scrubs when not doing procedures. You should also wear both your Madigan and school badge at all times.

TEACHING AND DIDACTICS

There are many seminars and didactics conducted throughout the rotation. Students will be given a list of these weekly and monthly meetings with brief descriptions of each. Morning report (0715-0745) includes a case presentation by a resident with a discussion. Family Medicine academics are on Wednesday afternoons from 1230 to 1600. These activities are required for all students. We do physical training together on Wednesday afternoons from 1600-1700. This usually involves playing a sport such as Ultimate Frisbee. This is an optional activity for medical students but highly encouraged to improve wellness and team building.

Students will have dedicated reading and self-study time built into the rotation schedule typically on Thursday mornings. We often offer a musculoskeletal workshop during this time as well. At least once during the rotation, faculty will provide a session on personal and professional development tailored to the group of students' interests and needs.