Welcome to your Otolaryngology-Head & Neck Surgery elective or selective!
We are excited to have you join our team. You will spend 1 week at Hamilton Health Sciences (HHS) and 1 week at St. Joseph’s Hospital (SJH). You will be exposed to the breadth of our specialty during your rotation (HHS: general, paediatrics, rhinology and skull base surgery, laryngology, facial plastics; SJH: general, head and neck oncology, otology/neuro-otology, facial plastics)

Teaching
- The Chief Residents will aim to organize a brief orientation session on a basic head and neck history and physical examination.
- Weekly there are grand rounds on Wednesdays at 7:30 am in MDCL 3023. Teaching is also in this room from 4-6 pm every Wednesdays. You are welcome to join the teaching session once you have finished in the OR or clinic.
- Please review these instructional videos on physical examination and flexible nasopharyngolaryngoscopy prior to the start of your rotation.
  - [http://www.youtube.com/watch?v=e-6teNSMZYg&feature=related](http://www.youtube.com/watch?v=e-6teNSMZYg&feature=related) (flexible nasopharyngolaryngoscopy)
  - [www.sinusvideos.com](http://www.sinusvideos.com) (examples of sinus surgery videos)
- The following resources are great places to start:
  - Clerkship presentations available on Medportal
  - University of Toronto Notes, Otolaryngology-Head & Neck Surgery section
  - ENT Secrets
  - Pasha’s Otolaryngology-Head & Neck Surgery, A Clinical & Reference Guide
  - Learn ENT app (available through the Apple app store)
  - Cumming’s Otolaryngology-Head & Neck Surgery and Bailey’s Head & Neck Surgery-Otolaryngology (these are the textbooks that the residents use).

Rounding
- The chief resident will email a weekly schedule to the team working at Hamilton Health Sciences (HHS) or St. Joseph’s Hospital (SJH) by Sunday evening. Please check your email. Notify the chief resident of any approved absences the week prior to the schedule being sent out.
- Rounding of patients will be done everyday before the start of the operative room (OR) and the clinic. Rounding times and location will be decided the night before by the senior resident at HHS depending on the number of inpatients. Rounding at SJH usually starts at 7am during the week (630am on Wednesday’s); the team meets on the H&N ward, 4th floor of the Juravinski Tower.
- Every Friday, Staff rounds at St. Joseph’s Hospital occur on the Head and Neck Ward at 7 am.
• You are also required to round with the team and with the staff at the end of the day on all patients.

• We encourage you to take an active role during rounding by writing SOAP (Subjective, Objective, Assessment, Plan) notes. The residents will help to guide you with this. All of your notes and orders need to be co-signed by one of the residents.

• Please check with the junior resident what time you should meet them prior to rounds (approximately 5-10 minutes before) to help obtain and document pertinent blood work.

• Ensure that discharge summaries are completed as soon as the patient is discharged. It is the responsibility of the individual writing the discharge order to ensure that the front admission sheet is complete and that the dictated discharge summary number is printed on it.

Call and Handover

• All consultations require a complete head and neck examination. This includes flexible nasopharyngolaryngoscopy when applicable.

• Review all consultations during the day with one of the residents.

• Please let the chief resident know if you have to leave to go to another site for your teaching or call during the general surgery rotation.

Wards, Outpatient Clinics and OR

• OR starts at 7:50 am.

• Please ensure that you know which cases will be doing that day in the OR as to review around the relevant anatomy, clinical presentation, and operative management.

• Clinic routinely starts at 8:30 AM.
  o MUMC ENT Clinic is located at 3V1 (yellow elevators)
  o General ENT Clinic is located at 3 Upper North
  o St. Joseph’s ENT Clinic is located on the 8th floor Mary Grace Wing

• Attempt to dress in clinic attire, but scrubs are allowed. Have your ID badge visible at all times.

• Please remember to complete the cover sheets, appropriate discharge prescriptions and orders at the time of OR. Also please dictate all discharge summaries in a timely fashion. Ensure that the patient has been added to the handover list.

Overall, this rotation is a very educational and enjoyable experience. Should you have any concerns or questions, please do not hesitate to discuss this with the chief residents, Smriti Nayan (smriti.nayan@medportal.ca) and Julie Strychowsky (julie.strychowsky@medportal.ca), or Dr. Maclean (jmaclea@mcmaster.ca) and Dr. Reid.

Please help us to improve this rotation by letting know any suggestions that would make this a better experience.

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