

Appendix A – Rotation “Welcome” Email

Greetings [Learner names],

Thank you for reaching out about your upcoming ambulatory care rotation block. This email outlines general information related to the rotation. More details will be provided on the first day of the rotation block.

I cover the internal medicine resident clinics for the internal medicine residency program through XXX hospital (site A and site B). We are generally at Site A on Mondays/Tuesdays, Site B on Wednesday/Thursdays, and at the office downtown on Fridays for discussion.

1. Pre-rotation questionnaire – Please review and submit **one week prior** to the start of your ambulatory care rotation block.
2. We will meet on Monday at Site A – we will see patients, review the syllabus, and prepare for Tuesday’s clinic. Please bring your own lunch to clinic; there is little time venture out and have lunch outside of the clinic.
3. Dress code –I expect you to be dressed professionally (skirts, dresses, pants; scrubs are not appropriate for you in this environment – residents will wear them when they are on call). When we are seeing patients, you will wear your school name badge and lab coat. Your lab coat is not required for non-patient care activities (i.e. topic discussions).
4. I will send you a link to the online portal that houses rotation materials next week. Our first topic discussion will be on diabetes; I am attaching the 2018 Standards of Care.
5. I will have a copy of your syllabus on the first day and I plan to have your rotation specific calendar as well. In general, your hours will be 8:30a - 2p on Mon, 8:30am - 4pm on Tues/Thurs, 8:30a – 3p on Wed, 8:30 – 1p on Friday. Please know these hours are not set in stone; schedules may adjust based upon the needs of the patients, clinic, and project deadlines.
6. Electronic Medical Record Training – Be sure to complete the online tutorial **one week prior** to the start of the rotation block to ensure you have access on the first day of the rotation.

Please review the above as well the email attachments and let me know if you have any questions. My phone number is XXX. Please send me the best way to contact you by the end of next week. I am looking forward to working with you this block.

I’ll be in touch with final instructions about where to meet/park next week.

Dr. _____