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MEMORANDUM

TO: Clinical Clerks

FROM: Dr. Nick Forward

RE: WELCOME

Welcome to Hematology! Please find enclosed a copy of the objectives for this rotation, as well as a service rotation schedule, rounds schedule and articles for teaching sessions.

Should you have any questions or concerns, please do not hesitate to call my secretary, Kelly Watson, at 473-4642.

Sincerely,

Nick Forward, MD FRCPC

Enclosures
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OBJECTIVES FOR CLINICAL CLERKS ON THE HEMATOLOGY SERVICE

TRAINING OBJECTIVES

General:

Clinical clerks will be expected to develop a knowledge base in the pathophysiology, diagnosis and treatment of hematological diseases.

Specific Knowledge

1. Normal hematopoiesis and regulatory cytokines
2. Normal coagulation and hemostatic pathways
3. How to investigate and manage the following conditions and have an understanding of the underlying pathophysiology of representative disorders:
 - anemia, erythrocytosis
 - thrombocytopenia, thrombocytosis
 - leukopenia, leukocytosis
 - hematological malignancies including plasma cell dyscrasias, myeloproliferative disorders, myelodysplastic disorders, chronic and acute leukemia, lymphomas and lymphoproliferative disorders
 - venous and arterial thromboembolic disease and hypercoagulable states
 - coagulopathies and hemostatic disorders both congenital and acquired
 - bone marrow transplantation including indications, procedure and complications (eg. graft versus host disease)
 - emergency situations and hematological disease including hypercalcemia, cord compression, hyperviscosity and febrile neutropenia
4. Principles of use and side effects of chemotherapeutic agents used for hematological malignancies
5. The components available for blood product transfusion including indications and dosage and an understanding of transfusion-related complications
6. The basic principles and indications for plasmapheresis.

Specific Skills

Clinical clerks will become more familiar with common findings on peripheral blood smears and bone marrow aspirates. Depending on opportunity and rotation will be able to attain skills for procedures including bone marrow aspirate & biopsy, lumbar puncture and care of indwelling venous catheters.

EDUCATION PROGRAM (Calendar Attached)

Patient Rounds

Teaching will be provided by the hematologist on the consult service, in the clinic, or on the ward. This will be done on the cases seen by the clerk with the hematologist.

Divisional Rounds

Hematology Grand Rounds are held Thursday from 8:00-9:00 am in the Bethune Building, where clinical and laboratory hematology cases are presented. Location may change so please check posted schedules for updates. During July and August these rounds are cancelled.

Patient Management Forum and Lymphoma Tumour Board are held on Friday morning at 8:00 am in Room 728, MacKenzie Building and is attended by hematologists, hematopathologists, radiation oncologists and radiologists. This provides an opportunity to discuss difficult cases in a multidisciplinary forum.

Hematology Unit Sign-out Rounds are held on Friday from 9:30-10:00 am in 8B conference Room for all hematologists, clinical associates and housestaff. This allows all hematologists to be updated on the status of their patients and provides the trainees and hematologist on-call for the weekend an update on impending issues. Residents and clerks may be called upon to provide a brief summary of any issues that need to be followed up on for patients they are following.

Seminars with Hematopathology

Morphology Rounds are held Monday 2:00-3:00 in the Microscopy Room, Hematology Laboratory, 2nd Floor, MacKenzie Building. Normal and abnormal peripheral blood smears and bone marrow aspirates are reviewed. These are specifically directed to clinical clerks and internal medicine residents.

If there is an interesting case the clinical clerk would like to review, he/she should call Dr. Sadek at 473-8471 beforehand. **Attendance for this session is mandatory and if trainees can't attend, they are responsible to call Dr. Sadek's office at 473-8471.**

Lunch seminars

Structured teaching sessions for clerks and residents are held 12:00-1:00 on variable dates during your rotation. A schedule is attached to your package. These sessions are meant to be an informative, interactive session with the hematologist covering selected topics from the objectives. They are mandatory and attendance is taken.

Departmental Rounds

The Department of Medicine Grand Rounds are held in the Royal Bank Theatre at the Halifax Infirmary site; every Tuesday at 8:00am.

RESPONSIBILITIES

Patient Care & Record Keeping

The clinical clerk will be assigned to different rotations based on level of training. This includes core third year rotation (A2, A3) or elective clerk. All clerks will report to **Ms. Kelly Watson (902-473-4642)** room 431 Bethune Building by 8:30 on day 1 of their rotation to obtain orientation package. Clerks will subsequently meet with Dr. Nick Forward for brief formal orientation.

- **The core A2 rotation is 4 weeks on the inpatient wards (8A/8B)**
 - Clerks will be assigned up to 4 patients and be expected to round on their patients, write legible daily notes and present concise and accurate details to attending staff.
 - It is the responsibility of the ward team to hand over any information on complicated or ill patients to the on-call resident at 5PM
 - If a clerk is going to be post-call or absent, it is their responsibility to inform the staff of their absence.
- **The core A3 rotation is 2 weeks in hematology clinic**
 - Clerks will see both new and return patients in clinic with attending staff.
 - Will be expected to do concise and accurate history and physical along with accurate dictations done within 24 hours of clinic visit
 - The clinical clerk should contact Ms. Kelly Watson (902-473-4642) to obtain their patient dictations and review these with their hematologist in the clinic.
- **Elective clerks will be assigned to 2-4 weeks on the hematology consult service**
 - New consults: Perform full history, physical and write legible and accurate notes
 - Follow up patients: Responsible for recording progress notes on each patient's chart which should be done on a daily (or a minimum of every two days) basis

On Call Responsibilities

A2 rotation: The clinical clerk will be involved with the general medicine call.

A3 rotation: no call

Elective clerks: no call

Chain of Responsibility

During the weekdays (8 am to 5pm) there will be a Hematologist assigned to consultations. These rotations usually change every two weeks. Hematology problems after 5 pm and before 8 am and on weekends will be handled by the designated hematologists on call for the week. **Hospital Locating can be called to contact the hematologist on call (902-473-2222). Any significant change in the patient's condition or death of the patient should be immediately communicated to the attending staff during the weekdays or covering staff on nights and weekends.**

RESOURCES

Staff

A ward, clinic or consult schedule is in your package so you will know who is the attending staff. You should contact them when you arrive on the service.

Hematologists

Hematologist	Telephone	Fax	Pager	Dictation Codes
David Anderson	2379	4067	2154	10655
Dr. Christina Fraga	2939	4600	7866	
Wanda Hasegawa	7006	4447	7794	14008
Nick Forward	2394	4447	2828	15889
Sue Robinson	2394	4447	2346	7397
Sudeep Shivakumar	4642	4420	7844	13335
Darrell White	4642	4420	1192	11073
Mary-Margaret Keating	7006	4447	1439	14161
Orm Hayne	2394	4447	2369	2763
Ismail Sharif	2394	4447	1659	14733
Mahmoud Elsayy	7006	4447	2270	17697

Physical Resources

The VGH Library is on the 5th floor ACC that provides an excellent selection of Hematology journals and textbooks. There are also references available in the

Hematology Laboratory library (2nd floor MacKenzie Building) and in the Hematology Library (Rm. 425) located on the 4th floor of the Bethune Building.

EVALUATION PROCEDURE

A mid course (2nd week) evaluation will be performed by either Dr. Nick Forward or your attending staff (whomever you have had more contact with). Please contact Ms. Kelly Watson (902-473-4642) to set up a time.

Dr. Forward or your attending staff (whomever you have had more contact with) will be responsible for completing your final ITER. The Divisional members who were involved with the clinical clerk will also be consulted. The nursing staff will also be asked to provide input in evaluating the clinical clerk.

An evaluation will be reviewed with the clinical clerk at the end of the rotation. It is expected that the clinical clerk will submit the service and teacher evaluations prior to beginning their evaluation. This can be given to the staff person or done online. This will ensure the service evaluations are returned.