<table>
<thead>
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<th><strong>TASKS &amp; RESPONSIBILITIES</strong></th>
<th><strong>EXPLANATIONS</strong></th>
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</table>
| **Weekends/Weekday** | **Admits:** M-F 8am-5pm GS-HO*, 5pm – 8am inpatient ward team.  
Sat/Sun: 8am-5pm on call for geriatrics, 5pm – 8am inpatient ward team. |
| **Night coverage** | 5pm – 8 am: Ward team on call for inpatients |
| **Coverage during resident clinic times** | **Admits:** 1st choice: the geriatric fellow (if they are on Acute Care Rotation), 2nd choice: the geriatric medicine attending. The fellow or attending will alert the geriatric medicine H.O. of admission. The geriatric service H.O. would then be expected to see the patient after clinic to complete any part of the admission. |
| **Call** | See monthly schedule,  
**Phone Calls cover:** outpatient & NH patient  
**On call phone slips:** Fill out for each call, place in mail boxes next day |
| **Sending pt’s to ER** | Always call ED, talk to ED physician, and indicate pt if admission needed should go to Geriatrics. If admission likely, speak with in house physician who will receive. |
| **Communication (prior to weekends & nights)** | **Inpatient check-out/check-in:**  
-GS-HO or fellow "going off" (5pm) and “coming on” (8 am) must contact HO on night-call for inpatient ward team for check out.  
-Printed check-out list preferred (name, MR#, room, code status, important medical issues) |
| **Rounds (timing)** | -set rounds, review times of GS-HO personal clinic days |
| **GAC clinic** | -attend 1 GAC during month on Wed. & Fri.  
(See schedule for designated times) |
| **Didactic attendance** | -required attendance. Where & when (see schedule) |
| **Pre-test, post-test* post-rotation evaluation** | -Pre and post test required to complete rotation  
(see Jana Palmsano 9-3965) |
| **Educational Resources** | -show where resident’s computer is.  
-GRS CD and book  
-give resident pearl card “deck”  
-explain Pearl Card elaboration access and other web based resources at (geriatrics.unmc.edu)  
**Set expectation for HO to complete Hospital Admission Orders on Pearl Card site within the first week**  
-video tape library (ask Jana to show) |
| **Sick Days** | Contact attending as soon as aware you will be unable to perform duties |

* GS-HO: Geriatric service house officer  
4/3/05