

Duke Gastroenterology Fellowship Orientation (2021)

Welcome to GI Fellowship!

This will be a challenging, fast and rewarding year that will fly by before you know it.

This document is intended to give you an overview of each rotation with tips and tricks to hopefully make the day-to-day run smoothly. Of course, we are here to answer any questions that may come up that the document does not cover.

Content is divided between Outpatient, Inpatient, Call, Conferences and Other responsibilities.

Contact Information:

General Fellows

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Lauren Pioppo Phelan	732-239-2643
Alex Reddy	205-616-3969
Natalie Wong	804-814-1146

Stephanie Garbarino	313-806-6934
Jackie Henson:	706-405-5533
Anthony Horton:	864-607-1386
Josh Lee:	810-730-5725
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Amanda Boyd:	774-722-3737
Claire Dorsey:	931-239-9952
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Jose Ruiz:	786-975-7011
April Wall:	480-840-4837

Advanced Fellows

Kara Wegermann: (Transplant)	952-250-7867
Juan Sanchez: (Advanced Endoscopy Fellow)	919-667-7593

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Outpatient Clinics

Overview:

Throughout the three years of your fellowship, you will have a continuity clinic experience with one weekly, half-day clinic. Your outpatient continuity clinic experience will consist of alternating weeks schedule as:

1. Your personal continuity clinic with your own patient panel at Duke South Clinic 2J where patients are scheduled to see you as their primary gastroenterologist
2. A subspecialty clinic with one of the GI faculty members where you will see patients scheduled with the faculty preceptor to whom you are assigned.

In addition to your continuity clinic experience, you may have other outpatient clinic responsibility when on specific VA rotations. This is detailed below.

DUH (Clinic 2J) Outpatient Clinical Experience

Overview:

This is an opportunity for you to learn outpatient care of general GI and hepatology patients and establish care continuity with your own patient panel. All first year fellows and in some years, a few upper year fellows, will have a continuity clinic in Clinic 2J in Duke South. This clinic is precepted by two attendings: one general GI attending and one hepatology attending. The attending preceptors rotate throughout the year.

Location:

Duke South, Clinic 2J.

Schedule Notes:

- Day of the week: Fridays from 1 pm to 5 pm.
- This clinic is scheduled to alternate on a weekly basis with your faculty subspecialty clinic.
- The weeks you attend your continuity clinic will be schedule on one of the following alternating schedules:
 - o First, Third, and Fifth Fridays of each month
 - o Second and Fourth Fridays of each month
- On certain months, the day of your alternating subspecialty clinic may be modified to accommodate the extra 5th clinic day in the preceding month. We will communicate these to you ahead of time but you should scan your clinic schedule at the beginning of each month and if you have any questions contact Jill Rimmer and Rick Wood.
- As a first year fellow, you will have the following number of patients scheduled in your clinic session:
 - o July 2021: 3 total
 - o August 2021: 4 total

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- September through June 2021: 5 total patients. You will have the ability to “overbook” one additional patient for a total of 6 patients into your clinic for urgent needs. Only you or the attending should be able to overbook to 6 patients. If you notice that 6 or more patients are scheduled into your clinic without your permission, notify Rick and Jill.

Schedule Assignment for 2021-2022

	"Home" Continuity Clinic	Week Day	Weeks: 1st/3 rd /5 th or 2nd/4 th
Gillespie	Duke South Clinic 2J	Friday PM	2 nd and 4 th weeks
Pioppo Phelan	Duke South Clinic 2J	Friday PM	1st & 3rd & 5th weeks
Reddy	Duke South Clinic 2J	Friday PM	1st & 3rd & 5th weeks
Wong	Duke South Clinic 2J	Friday PM	2 nd and 4 th weeks

Staff Assistant Assignments 2021-2022

	Staff Assistant
Gillespie	Abbie Finley
Pioppo Phelan	Cathy Ridenhour
Reddy	Cathy Ridenhour
Wong	Abbie Finley

Clinic 2J Resources and Contacts:

Duke South Clinics 2J
Address: 40 Duke Medicine Circle, 2J Clinic, Durham NC 27710
For any number in Duke South: 681-XXXX.
Telephone: (919) 684-9522 (2H)
INSIDE LINE STAFF USE ONLY: 555-3678
Clinical Operations Director: TBD
Nurse Manager 2J, 2P and DMP: Janet Shope Office: (919) 668-3403
Endoscopy Charge Nurse Desk (2H) - (919) 684-4887
Service Access Manager (2J/2H/2P) La Shaunda Ross P: 919-684-9705 Pager: 919-970-0220
CMA Telephone: (919) 681-8147 Fax: (919) 681-8229
Advanced Endoscopy: Jamie Gooding Telephone:(919) 681-5618
Email: Duke.gi.cma@dm.duke.edu
On Call Virtual Pager: (919) 970-4887
Financial Care Counselor: Costswella Bradsher Office (919) 668-2500

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Staff Assistants

Cathy Ridenhour: Phone (919) 555-8801

Abigail Finley: Phone (919) 684-3894

Nurses in Clinic 2J

- Kim Cato
- Sonya Gooding
- Elizabeth (Liz) Proch (Motility Lab Nurse)
- Elizabeth (Lizzie) Smith (Motility Lab Nurse)

CMA's in Clinic 2 J

- Venita (Michelle) White
- Francene Williams
- Jamie Gooding

Direct communication with the nurses and CMAs in clinic works well using the Jabber app on your phone or via the PIN Station in the clinic.

Outpatient FAQ's at DUH

What happens with results from tests orders in clinic?

- All results from tests ordered in your primary continuity clinic will be routed in EPIC to your inbasket as well as the faculty preceptor's inbasket

How do I schedule an outpatient appointment with a GI provider NOS?

- Go to EPIC
 - o Message scheduling hub at [P_GI Scheduling](#)

How do I schedule an outpatient appointment with myself?

- Go to EPIC
 - o Message your Staff Assistant (Cathy Ridenhour or Abigail Finley)
 - o Also, if you'd like to arrange for a patient to have imaging or other testing prior to or on the day of your appointment, you can message your staff assistant to help arrange this

How do I send patient letters?

- Choose "Encounter" from drop down menu → Select "Letter" → Choose your patient
- Route the message to your Staff Assistant (currently Alexia Daniels)

How do I complete prior authorizations?

- You may request the resource nurse assigned to your faculty preceptor to assist with completion of prior authorizations.

VA Outpatient Continuity Clinic Experience

The VA outpatient continuity clinic is assigned to second and third year fellows. For future reference, please see below.

Location: VA outpatient clinic

Schedule:

- Day of the week: Thursday from 1 pm to 5 pm.
- This clinic is scheduled to alternate on a weekly basis with your faculty subspecialty clinic.
- The weeks you attend your continuity clinic will be schedule on one of the following alternating schedules:
 - o First, Third, and Fifth Fridays of each month
 - o Second and Fourth Fridays of each month
- On certain months, the day of your alternating subspecialty clinic may be modified to accommodate the extra 5th clinic day in the preceding month. These will be communicated to you ahead of time but you should scan your clinic schedule at the beginning of each month and if you have any questions contact Jill Rimmer and Rick Wood.

IT Details:

- Each upper year fellow who has a VA clinic is assigned a VA-issued laptop to provide you with remote access. This is extremely useful and important to have in order to follow up on results and patient requests and to pre-chart prior to your clinics.

Outpatient FAQ's at the VA

- How do I send patient letters at the VA?
- CPRS → Note → New Note → Patient letters → GI-EGD and/or colonoscopy patient letter
- Then print the letter. If it does not print out at the front desk where patient's check-in, then bring the letter to the front office staff and they will send it to the patient. If the letter does print at the front desk, then the front office staff will send letter to patient. The front desk printer is *ptfg343c802*.

How do I order an outpatient endoscopy?

- Order tab → Clinic Screen → GI Clinic Screen → Choose appropriate procedure → Do not need to check "GI-...-Endosoft-Clinical Procedure, just click "OK" → Set date and

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under “Reason for Request” place the rationale for the exam (Barrett’s surveillance, etc.) → Click Lexicon and choose a Provision diagnosis (does not have to be exact, the codes are not very specific) → Accept Order → Go to Orders tab, right click your procedure order and sign it

- Afterwards ... (and this step is necessary)
- Consult tab → Choose your procedure order → Action (on the top drop-down bar) → Consult tracking → Receive → Type in the indication for procedure and whether patient requires MAC (monitored anesthesia care) vs MS (moderate sedation)

Who follows up on labs, imaging after I place them in the General GI Clinic at the VA (TALK Clinic)?

- The attending preceptor should be this person.

How to place outpatient biologic orders

- The fellows who have outpatient clinic at the VA will get a monthly e-mail from Tom Clarke about all your patients’ infusions for the coming month.
- Each provider should place the infusion order by the Thursday the week before the infusion his or her own patients. Tom Clarke at the VA will help assist with order placement if needed.
- Find out the proper dose: Check most recent IRU note which shows the exact dose of most recent infusion.
- Then place the order:
 - Orders → Clinic Screens → GI-Remicade (If patient receives infusion in Durham) or GVL-infusion-short (If in Greenville) → GI Clinic Screen → Remicade, follow prompts, put in the appropriate dose (If needs Vedolizumab, delete Remicade and put in Vedolizumab 300 mg which can be searched for in additional medications) → Under “Comments” ... write the date then “Send to IRU”
 - Afterwards, select “99. TEXT ORDER ONLY”
 - Order:
 - “Tylenol 650 mg prior to infusion”
 - “Benadryl 50 mg prior to infusion”
 - Sign your orders

VA Outpatient Endoscopic and Clinical Rotations (VA 1, 2, 3, & 5 roles)

Overview:

VA outpatient rotations (all but VA4) are great opportunities to gain experience with outpatient gastroenterology and hepatology clinical care and to hone your outpatient endoscopy skills.

VA1:

Overview:

This is an outpatient rotation focused on learning general upper endoscopy, general GI and will have a specific focus on the diagnosis and clinical management of esophageal disorders.

- Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	ENDO	ENDO	Patel Clinic	Gen GI Clinic	ENDO
PM	ENDO	ENDO	Patel EFTs	Patel ENDO	ENDO

- Clinics:

- You will attend the VA Esophageal Clinic with Dr. Amit Patel on Wed AM and PM.
 - You should email Dr. Patel prior to the clinic day to confirm attendance and discuss the plan for the day.
- You will attend the VA General GI Clinic on Thursday mornings (previously called TALK Clinic)
 - CPRS: Dur-1d-GI-Consults
- In addition to the clinical schedule above, you will continue to attend your weekly half-day continuity clinic or assigned subspecialty clinic.

- General:

- The VA 1 fellow is expected to sign onto the pager when the VA-4 is in clinic.

VA2:

Overview:

This is an outpatient rotation focused on learning general lower endoscopy (particularly colonoscopy), general outpatient gastroenterology and will have a specific focus on the diagnosis and clinical management of inflammatory bowel disease (IBD)

This rotation is scheduled for upper year fellows and provides the VA2 fellow with a leadership opportunity to check in on and help supervise the other fellows, particularly the VA1 and VA4 fellows scheduled at the VA.

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- Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	ENDO	ENDO	ENDO	Gen GI CLINIC	ENDO
				ENDO Attend VA-IBD Conference (1 st Thursday of each month)	
PM	Clarke Clinic	ENDO	ENDO		ENDO

- First year fellows will not rotate on VA2.

- Clinics:

- You will attend the VA Inflammatory Bowel Disease Clinic with Dr. Tom Clarke on Monday afternoons.
 - You should email Dr. Clarke prior to the clinic day to confirm attendance and discuss the plan for the day.
- You will attend the VA General GI Clinics on Thursday mornings (previously called TALK Clinic)
 - CPRS: Dur-1d-GI-Consults
- In addition to the clinical schedule above, you will continue to attend your weekly half-day continuity clinic or assigned subspecialty clinic.

VA3:

Overview:

This is an outpatient rotation focused primarily on learning outpatient hepatology, pancreatology, and general GI outpatient care. You will also have a general endoscopy experience.

- Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
		Liver-Tumor Board/MDC (Virtual in Dr. Choi's office)		ENDO including ERCP/EUS with Dr. Haque	
AM	Moylan Clinic	ENDO	Choi Clinic		ENDO
	ENDO including ERCP/EUS with Dr. Haque	Choi Clinic		ENDO including ERCP/EUS with Dr. Haque	
PM		GI Multidisciplinary Conference	Kothari Clinic		ENDO

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- Clinics
 - You will attend hepatology clinic with Dr. Cindy Moylan on Monday mornings.
 - You should email Dr. Moylan prior to the clinic day to confirm attendance and discuss the plan for the day.
 - You will attend the hepatology clinic with Dr. Steve Choi on Tuesday afternoons and Wednesday mornings.
 - You should email Dr. Choi prior to the clinic day to confirm attendance and discuss the plan for the day.
 - You will attend the pancreatology clinic with Dr. Darsh Kothari on Wednesday afternoons.
 - You should email Dr. Kothari prior to the clinic day to confirm attendance and discuss the plan for the day.
 - You will attend the VA General GI Clinics on Thursday mornings (previously called TALK Clinic)
 - CPRS: Dur-1d-GI-Consults
 - In addition to the clinical schedule above, you will continue to attend your weekly half-day continuity clinic or assigned subspecialty clinic.
 - You will attend and participate in the Tuesday afternoon, GI-Multidisciplinary Conference. Cases may be presented by any participating service, and a note is prepared by whomever presents the case to document the discussion in CPRS. If you do not present the case, you are not responsible for writing the note (this falls to Dr. Haque to document MDC recommendations).

VA5:

Overview:

This is an outpatient rotation focused on learning the foundations of quality improvement in GI, general gastroenterology, management of patients with high risk conditions for colorectal cancer, participation in outpatient endoscopy.

Dr. Brian Sullivan will supervise your QI learning and projects throughout your rotations on VA5. You have protected time Tuesday am/pm and Friday afternoon for QI with Dr. Sullivan. Please contact Dr. Sullivan for additional curricular goals.

You will have the opportunity to practice virtual/TeleHealth Medicine. Dr. Choi will provide you with a list of patients or CPRS alert for e-consultation, which you can complete throughout the week, and you have protected time Monday afternoon and Friday morning.

You will also participate in Thursday am Dur-1d Gi Consults.

The remaining clinical sessions Monday morning, Wednesday, and Thursday afternoon, you can participate in GI endoscopy.

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Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	ENDO	QI	ENDO	Gen GI CLINIC	V-Clinic
PM	V-Clinic	QI	ENDO	ENDO	QI

- This is a senior fellow rotation with third year fellows rotating through the beginning of the year followed by second year fellows in the second half of the year.
- Clinics
 - You will participate in virtual clinics with Rodger Liddle and Deborah Fisher serving as faculty preceptors. This clinic experience may evolve throughout the year as COVID factors evolve and the virtual care experience at the VA evolves.
 - You will attend the high risk colorectal cancer clinic with Dr. Brian Sullivan on Thursday afternoons
 - You should email Dr. Sullivan prior to the clinic day to confirm attendance and discuss the plan for the day.
 - In addition to the clinical schedule above, you will continue to attend your weekly half-day continuity clinic or assigned subspecialty clinic.

Endoscopy at the VA

When you are scheduled for endoscopy sessions at the VA, the session is in the endoscopy suite on the ground floor.

Your responsibilities include identifying which patient is next for a procedure, speaking with and chart checking the patient to understand the indication for the procedure, and consenting the patient.

This year, we will plan to assign fellows to individual attendings each day for purposes of continuity and clarity.

You can check the procedure list under the CPRS Clinic name: **dur-fg344-gi-procedures**. Anesthesia procedures are listed under: **dur-fg344-gi-anes**.

Here is the general order of operations:

- Ask the charge nurse at the front desk which patient is ready to be consented
- Tell the charge nurse you will be consenting that patient and performing the procedure
 - Log onto CPRS to look up patient and understand indication for the procedure
 - Verbally consent the patient

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- Click on “Tools” from drop down menu
 - Consents “i-med”
 - All Documents
 - Gastroenterology
 - Consents - Basic
 - Choose appropriate procedure
- Write E or C on wristband (to ensure that patient is consented for the correct procedure, an EGD or colonoscopy, respectively) along with your initials
- CPRS → New Note → Pre-procedure Assessment
 - Fill out all the proper information, sign and then route to your attending
- Place nursing orders
 - If patient undergoing moderate sedation:
 - Orders → Clinic screen → GI Clinic Screen → Procedure Orders → Procedure orders → Order Fentanyl, Versed and intravenous fluids
 - Also, click on “Discharge Criteria Moderate Sedation GI order set”
 - Sign orders
 - If patient undergoing monitored anesthesia care (MAC)
 - Orders → Clinic screen → GI Clinic Screen → Procedure Orders → Procedure orders → Order intravenous fluids
 - Sign orders
- Staff the patient with the attending
- Perform the procedure
- Use EndoVault to complete the procedure documentation and pathology requisition
- Discharge patient

VA Educational Conferences

- Weekly academic conferences for the fellowship.
- Grand rounds every Wednesday in 2H at 8:00 AM
- Multidisciplinary conference every Tuesday at 3:00 PM
 - Location: 5010 (Dr. Haque and Dr. Liddle will show you where this is).
 - If you have a patient that needs to be discussed, please e-mail the VA surgery resident in the days prior with the name, last-4, and item to be addressed.

Important VA Phone Numbers:

- **All VA numbers [919-286-0411](tel:9192860411) then EXT #**
- VA Consult Pager: [\(919\) 405-0532](tel:9194050532)
- VA GI Nurse On-Call: [\(919\) 405-0293](tel:9194050293)
- VA Endo Charge Nurse Ext: 7227
- VA Endoscopy Front Desk Ext(s): 7659/5759/7659/4739
- MSA Front Desk: [919-286-6945](tel:9192866945)
- Jenny Cornejo (Nurse Manager) Ext: 5575
- VA Endoscopy Front Desk Ext(s): 7659/5759/7659/4739

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- VA Endoscopy Fax: 919-286-6947
- 1D GI Clinic Ext: 8090
- 8A GI Clinic Ext: 5611
- IRU Infusion Ext: 5114
- ER Ext: 6304/6795
- CCU Ext: 6757/5802
- SICU Ext: 6708
- MICU Ext: 6756/5801

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Duke Regional Hospital (DRH)

This is a month long rotation for second and third year fellows where your responsibility is to perform outpatient and inpatient endoscopy.

The endoscopy center is staffed by a 1 to 2 Duke gastroenterologists who will perform outpatient procedures. There are other providers who perform procedures (bariatric surgeons and community gastroenterologists affiliated with Duke) but you will not perform procedures with these providers.

There is a consult attending as well who performs all the inpatient procedures. You can choose who you want to work with and choose the procedures that you find are the highest yield for your endoscopy goals.

Weekly clinic responsibilities

- Your own weekly, half-day clinic

Conferences

- Weekly academic conferences for the fellowship
- Grand rounds every Wednesday in 2H at 8:00 AM

DRH Orientation Information

DRH administration put together a packet of information needed to satisfy orientation requirements which can be completed via email. Please see below instructions regarding the DRH Orientation process:

The link below is the 5 minute video explaining specifics to DRH and the attachments.

<https://warpwire.duke.edu/w/f7oFAA/>

*Please review the information from the DRH Orientation PowerPoint (Medhub) and sign the DRH Orientation/Acknowledgement Checklist and return it to Jill Rimmer prior to rotating to DRH.

*Please send a copy of your driver's license and Duke ID badge front/back to ensure badge access. This can be a pdf, jpg or jpeg file.

DRH Phone Numbers/Contacts

DRH Consult Pager: 970-8510 (no code)

DRH GI Nurse on-call: 6172 (DRH pager) or call 919-470-4000 and ask for nurse on call

Duke Regional Hospital - DRH
Address: 3643 North Roxboro Road, Durham NC 27701

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Hospital: (919) 470-4000
Inside/Charge RN Line: (919) 470-6172
Nurse Manager: Angie Wilson: (919) 470-6222
HUC: Robin Zaborowski (919) 470-6277 Fax: (919) 470-7395
Financial Care Counselor (919) 470-5157
Health Information Management: (919) 470-5172
CMA Support - Provided by Duke Gastroenterology at Roxboro Road

Inpatient Rotations

Duke Raleigh (DRAH)

Overview:

Duke Raleigh is a hybrid private-academic center. The culture differs from than other centers including Duke Hospital.

You will spend most of the day in the endoscopy suite. If you enter the front of the hospital, the endoscopy suite is located passed the elevators, through a set of double doors and is on the left-hand side.

Daytime Consults:

Generally speaking, consults are for less acute complaints such as questions about diarrhea, nausea, abdominal pain, etc. Consults will be for hepatology, general gastroenterology and biliary pathology.

You will receive notification of a new pending consult through the page system with the patient location and MRN and brief description of the indication for the consult. When consults come in you may or may not get a page but they will appear on your pending consult list. All consults are supposed to include a provider to provider discussion, so, please call the # back if you get one with the auto-page (the primary services sometimes do not include their contact #, so this cannot always be achieved, but, it is the goal). Check the pending consults list periodically through the day, as the auto-page feature may not always be properly enabled/functioning. Please call the hospitalist after finishing the consult (and discussing it with the attending), especially if you think the recommendations need immediate attention.

If the patient is established and followed by a gastroenterologist from Triangle Gastroenterology, you don't see them (they see their own patients). The name unfortunately will appear on the consults list. Find out early by quick review of the chart or by asking the patient.

- Triangle GI MDs: John Holt; Anil Tumbapura; Hirendra Doshi; Lanny Newell.

The expectation is that you see all the consults in the morning and perform the inpatient procedures in the afternoon. The attending physician will often be doing outpatient cases in the morning and the afternoons are reserved for inpatient procedures. You can staff any new consults with the attending in the morning as they come in to get a plan, with physical rounding typically taking place after afternoon procedures. If you do not have a busy clinical service in the mornings, after discussion with the attending, you are welcome to perform procedures on the outpatients. Depending on how busy, ideally you and the attending should aim at rounding on the new consults, and the olds whom you think the attending needs to see. If very busy, the attending can round on his/her own later in the day.

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Thursdays:

The consults attending have admin time on Thursday mornings but are readily available to discuss consults and are expected to conduct teaching rounds and round on patients before the fellow leaves for clinic.

Before you leave on your assigned continuity or subspecialty clinic day, please sign out to either Abby or Allison the APP who will cover.

Biliary/pancreas consults are staffed by the weekly consult attending. If a patient comes down for a biliary/pancreas/advanced procedure on the same day, the biliary/pancreas attending (Dr Obando or coverage) may staff the consult. You can ask for their opinion anytime especially if you think an urgent advanced procedure is needed.

The attending on call will sign on to the pager at 4 pm. If they don't do so, please send them a page as a friendly reminder.

Overnight Consults:

At 8am, sign on to the pager and check on EPIC to see if there are any consults pending (you will not get sign-out from the attending who was on-call overnight for non-urgent consults).

Ed Consults: A Few Notes

The DRAH ED retains wide latitude to consult our service for whatever reason they see fit. If there is a triage issue please refer them to discuss with the consult attending (i.e. you should not give the ED permission to discharge the patient without the Attending's involvement). The ED may also ask you to arrange for outpatient follow up, for patients they are discharging: please obtain the patient's information and send an InBasket message to the scheduling Hub and the Consult Attending, so that appropriate follow up can be arranged. Please also ask the ED to enter a formal referral in Maestro for this.

Procedures:

- You are expected to participate in all inpatient procedures.
- Participation on ERCPs is optional, if there are no other consults or Gen GI procedures, etc. at the time.
- All procedures are done with anesthesia so you only have to consent for the procedure.
- When possible, obtain consent prior to patient coming to Endo. Give the consent form to the HUC or place on a green folder on her desk.
- If you want to add on a case, put in the case request, and call the Endo HUC or come down and talk to Diana or Elaine.
- Please call the primary team after every procedure to update them on the results and plan.

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Orders:

The following are the only orders the GI consult service should place:

- Place Case Requests for procedures
- Place colonoscopy prep orders (Use the order sets)
- GI imaging studies or specialized GI labs such as liver serologies, etc.

All other orders should be placed by the hospitalist taking primary care of the patient.

Communication is key, especially for time sensitive recommendations. Good communication with the Hospitalist will avoid most conflicts about "who is entering the orders".

Sign-Out:

Update the EPIC sign-out daily and especially on Friday.

For the weekend coverage, update the summary course and the To-Do-List. Please specify who needs to be seen daily, just check once, or do not see unless called., etc. No need to send an email to whoever is on for the weekend.

Updates will also be found in the sign-out section on Monday for events over the weekend.

Parking:

Free. Use the parking in the garage next to the ED.

Endo Suite:

Enter through the main entrance of the hospital. Walk down the hallway until the double doors and the endoscopy suite is on your right immediately past those doors.

Physicians Lounge:

Badge access only: Located on the main floor on the left. Free food and drinks are there.

Conferences:

- Weekly academic conferences for the fellowship. The DRaH fellow is expected to attend all required academic conferences (may do so virtually on Zoom).
- Grand rounds every Wednesday in 2H at 8:00 AM

Clinic:

- Currently, you will still attend own weekly, half-day clinic.
- On days when you have clinic, an APP at Duke Raleigh will cover the inpatient service.

Important numbers:

- If calling DRAH from outside the number is: 919-954-XXXX.
- DRaH Pager: [919-970-2137](tel:919-970-2137), password 3447 ([How-to log onto the pager](#))
- DRaH Endoscopy suite: [919-954-3189](tel:919-954-3189) or [919-862-5840](tel:919-862-5840)

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- DRaH Endoscopy Charge Nurse: [919-862-5840](tel:919-862-5840)
- DRaH Surgical Resident Pager (first call): [919-970-7896](tel:919-970-7896)
- DRaH Acute Care Surgery (ACS) Pager: [919-970-6416](tel:919-970-6416)
- DRaH OR Front Desk: [919-954-3299](tel:919-954-3299)
- DRaH Interventional Radiology: [919-954-3624](tel:919-954-3624)
- DRaH Emergency Department: [919-954-3271](tel:919-954-3271)
- DRaH ICU Nurse Practitioner: [919-954-3279](tel:919-954-3279)
- DRaH ICU: [919-954-3650](tel:919-954-3650)
- DRaH Lab: [919-954-3345](tel:919-954-3345)
- DRaH 2nd floor/PCU: [919-954-3073](tel:919-954-3073)
- DRaH 2nd floor-Neuro: [919-954-5690](tel:919-954-5690)
- DRaH 3rd floor: [919-954-3350](tel:919-954-3350)
- DRaH 4th floor: [919-954-3440](tel:919-954-3440)
- DRaH 5th floor: [919-954-3550](tel:919-954-3550)
- DRaH CT: [919-954-3368](tel:919-954-3368)
- DRaH MRI: [919-954-3603](tel:919-954-3603)
- DRaH Radiology reading: call [919-954-3624](tel:919-954-3624) and ask for the attending room.
- DRaH Surgery resident phone (they don't carry a pager): [919-954-3457](tel:919-954-3457)
- DRaH Anesthesia day attending: [919-954-3857](tel:919-954-3857)
- Most patients rooms: 954-3xyz
 - x: floor
 - yz: room number on that floor (example Room 5205: 954-3505).
- Badge access:
 - Contact is Ken Dozier: Program Specialist, Facilities / Engineering Admin
 - kenneth.dozier@duke.edu
 - (919) 862-5251 (Office)
 - (919) 302-7424 (Cell)
 - Badge access **expires** every 6 months and requires you to request formal reactivation through Ken Dozier.
 - You should reach out **at least one week** ahead of your scheduled rotation to Duke Raleigh to request badge access.
- Your main resource through the day is Marie Nagel or the charge nurse.
- There are several workstations in the endo suite and in the MD lounge.

Duke Raleigh Hospital Endoscopy/Bronchoscopy
Address: 3400 Wake Forest Road, Raleigh, NC 27609
Hospital Telephone: (919) 954-3100
Endo Unit Telephone: (919) 954-3189 Fax: (919) 954-3916
HUC: Dianna Martin
Endoscopy Nurse Manager Sylvia McCauley (919) 812-7537
Endoscopy Team Lead Marie Nagel (919) 954-3620/ Cell (919)824-1870

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OR Posting Office: (919) 954- 3740 OR Posting Fax: (919) 954-3762
Financial Care Counselor: Same Day Surgery (919) 954-3295
DRAH Pre Testing : 1305 Navaho Drive 3rd Floor, Raleigh, NC 27609
PAT Telephone: (919) 954-3247 PAT Fax: (919) 954-3623

Duke GI of Raleigh - DGIR
Address: 3480 Wake Forest Road, Suite 500, Raleigh NC 27609
Telephone: (919) 862-5075 Fax: (919) 862-5076
INSIDE LINE STAFF USE ONLY: (919) 862-2653
On Call Virtual Pager: (919) 970- 2137
In-Basket Pool: P Duke Raleigh Consult Clinic Clinical
Office/Clerical In-Basket Pool: P Duke Raleigh Front Desk
Health Center Administrator: Katie Troxler
Office (919) 862-2739 Cell: (415) 793-8355
Nurse Manager Endoscopy and Clinic
Jerri Kearney -Tedder: office (919) 862-5004
Service Access Team Lead: LaJuanna O'Neal 919-862-2652
Financial Care Counselor: Robert "Cedric" Satchel 919-862-2661

FAQ's

How do I find the consult patient list?

- EPIC → Available Lists → DRAH System List → Consults: Physician – DRAH → GI-General-DRAH (*these are patients that have yet to have signed consult notes*)
- EPIC → Available Lists → DRAH System List → Provider Teams – DRAH → Duke Gastroenterology of Raleigh Team – DRAH (*these are patients already on the list*)

How do I sign out to my colleagues?

- Ensure that one of your data columns in your patient list has “To Do (Gastroenterology)
- Click “Write Handoff”
- Write sign-out in “X-cover to do”

VA Inpatient Rotation (VA-4 role)

Overview:

This is a less busy consult month compared to Duke North or Duke Raleigh. Consults will be for hepatology, general gastroenterology and biliary questions. Most days, you will start the morning in the endoscopy suite on the ground floor. The expectation is that you see consults throughout the day and perform the inpatient procedures, if time allows. You will round with your attending sometime in the afternoon. You can identify who the inpatient attending is by a schedule in the fellow's workroom and by the monthly schedule emailed by Jill Moore to the group at the beginning of each month.

Clinics:

- There are no clinic responsibilities for this role.

Conferences:

- Grand rounds at 8:00 AM every Wednesday in 2H
- Weekly academic conferences

Important numbers

- VA Consult Pager: 919-405-0532 (Need to assign to your pager online, re: below)
- [Spok Mobile does not work at the VA. Therefore you need to carry your pager](#)
- VA Endo Charge Nurse Extension: 7227
- VA Endoscopy Front Desk Ext(s): 7659/5759/7659/4739
- ER Ext: 6304/6795
- CCU Ext: 6757/5802
- SICU Ext: 6708
- MICU Ext: 6756/5801

FAQ's

How do I schedule an inpatient procedure?

- If an inpatient needs an endoscopy requiring anesthesia support, please discuss these cases with your consult attending, then with the GI-anesthesiologist of the day before adding the patient to the endoscopy list. If patient requires MAC, then you need to speak with anesthesia for pre-op clearance. The anesthesiologist will arrange inpatient preop visit. Please include the acuity of the case (must be done same day, semi-urgent/okay to defer, non-urgent/elective).
 - Anesthesia contact number: 17-3585
- Order tab → Clinic Screen → GI Clinic Screen → Choose appropriate procedure → Do not need to check "GI-...-Endosoft-Clinical Procedure, just click "OK" → Set date and

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under “Reason for Request” place the rationale for the exam (Barrett’s surveillance, etc.) → Click Lexicon and choose a Provision diagnosis (does not have to be exact, the codes are not very specific) → Accept Order → Go to Orders tab, right click your procedure order and sign it

Afterwards ... (and this step is necessary)

- Consult tab → Choose your procedure order → Action (on the top drop-down bar) → Consult tracking → Receive → Type in the indication for procedure and whether patient requires MAC (monitored anesthesia care) vs MS (moderate sedation)
- Then go to the front desk and write in the patient’s name, MRN, procedure and whether they need MS or MAC. Communicate this with the charge nurse.

How do I look up the procedure list for a specific day?

- You can check the procedure list under the CPRS Clinic name: dur-fg344-gi-procedures. Anesthesia procedures are listed under: dur-fg344-gi-anes.

How do I access and log into EndoVault?

- Open Internet Explorer → citrixaccess.va.gov → Apps (top bar) → R03- VISN06 → VISN Applications → EndoVault
- You need to get your log-in and password from Jenny Comejo

How do I schedule an outpatient gastroenterology appointment?

- If patient has never been seen before in clinic
 - Consult → New Consult → Medical Subspecialties → GI consult → GI Outpatient Consult
- If patient has been seen in clinic
 - Speak with the front desk, and ask to arrange an appointment for the patient

FAQ’s

How do I find the consult patient list?

- There is no list per se, rather you have to make your own list

How do I sign out to my colleagues?

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- Create a Word Document with the names, MRN of patients with a brief history and a “To Do” list
 - Ask a co-fellow for a template of a good sign out sheet

How do I contact teams? (Look at the top of the Orders tab to verify who is the primary team)

- VA Shortcuts → DUR Shortcuts → VA SPOK Web Paging → Under “Directory” tab, type “VA” and click “Search” → Find Patient Team → Alpha pager

How do I take over pager in the morning?

- VA Shortcuts → DUR Shortcuts → VA SPOK Web Paging VA Shortcuts → Log-in → vagi/vagi → Personal tab → (Edit) → Reassign → Uncheck “Starting Now” → Find fellow in the drop-box and assign them the correct shift

It is your responsibility to sign the pager out to the overnight upper level each night.

Hepatology Inpatient Rotation at DUH

Overview:

This is a busy month that bears resemblance to the inpatient internal medicine ward months of old. There are no procedures this month. You will start the day in the fellows' room in the Duke Medical Pavilion (DMP) to pre-round and then off to patient rooms to round. The hepatology attending rounds with the hepatology transplant service first, and they typically finish rounding around 10:00 – 10:30 AM. That said, they will often be in communication with you to give you a general idea of how long he/she will be. It is your duty to round on old patients and see any new consults that come in before you round. Rounds can often take some time and will last into the early afternoon.

Every day at 5:00 PM sign-out the hepatology pager to the North pager (919-970-1858).

For the two week hepatology blocks, you will round on the Saturdays after your first week on service and after your second week on service. On the Saturdays when you round, you will not be on the hepatology pager for new consults (this is for the fellow who is on call for North).

Conferences:

- Multidisciplinary conference on Tuesday at 7:00 AM on 7th floor in DMP
- Liver transplant selection meeting on Tuesday at 3:30 PM in 302 Hanes House
- Grand rounds at 8:00 AM on Wednesday in 2H
- Liver pathology conference on Wednesday at 4:00 PM on 3084 Yellow Zone
- Weekly academic conferences for the fellowship

Clinics:

- Your own weekly half day continuity clinic

Important numbers:

- Liver pager: 919-970-3857, password 3857. ([How-to log onto the pager](#))

Important People in Hepatology/Transplant with Contact information:

Non-Transplant Patients:

Providers		Administrative Assistant	Resource Nurse
Kappus	Dawkins	Savannah Suitt	Maureen Lynch
Berg	Vaillancourt	Savannah Suitt	Marie Leineweber
Brady	Gentile	Alice Raney	Maureen Lynch
King	Vaillancourt	Savannah Suitt	Marie Leineweber
Sanders	Dawkins	Alice Raney	Maureen Lynch

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Segovia	Gentile	Alice Raney	Marie Leineweber
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Transplant Patients:

Inpatient Coordinator

- Debra Bernardina

Post-Transplant Coordinators:

Pt Name Allocation	Additional Allocation	Coordinator		Pager
A-C		Jeffriann	Cauthen	919-206-0196
D-F	Multivisceral/Intest	Julia	Kyer	919-970-5383
G-L		Susan	Gagan	919-970-2195
M-R		Jennifer	Olson	919-970-2890
S-Z		Tracie	Curtis	919-970-6979

Pre-Transplant Coordinators:

Pt Name Allocation	Additional Allocation	Coordinator		Pager
A-K	Heart/Liver, CCA, pre-intestine	Kristen	Lott	919-970-0053
L-Z	Liver/Lung	Jami	Brown	919-970-7130

Additional Team Members

Lauren Fieldman: Living Donor Coordinator

Eileen Francis: Program Specialist (send message to if need extra records on eval patient)

Sharon Granum: Program Specialist (send message to when need to open eval on patient, include appropriate pre coordinator as well)

Mary Reeves Morris and Sarah Drapp: Transplant Nurse Clinicians, screen all eval patients and arrange evals and address nurse related questions/PAs

FAQ's

Which attending is on call?

- Dukegastro.qgenda.com or log into [Qgenda for Duke](#) (or download the application) → Consult/Call schedule

How do I find the contact number for the primary team?

- <https://pagingweb.duke.edu/smartweb/>

How do I find the consult patient list?

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- EPIC → Available Lists → DUH System List → Consults: Physician Rounding-DUH → GI-Hepatology Rounding Team –DUH (these are patients already on the list)
- EPIC → Available Lists → DUH System List → Consults: Physician DUH → GI-Hepatology DUH (these are patients that have yet to have signed consult notes)

How do I sign out to my colleagues?

- Ensure that one of your data columns in your patient list has “To Do (Gastroenterology)”
- Click “Write Handoff”
- Write sign-out in “X-cover to do”

Biliary Inpatient Rotation at DUH

Overview:

This inpatient month is not as busy as your North or Hepatology rotations. You will be answering consults about complex pancreaticobiliary pathology. The point people for you will be the advanced endoscopy fellow and the biliary attending covering the service. Your work room is in 2H clinic which you share with the advanced endoscopy fellow. It is quite far from both the inpatient wards, therefore it is recommended that you round on old patients prior to returning to 2H. The biliary attending will be performing procedures throughout the day, therefore you will round either between procedures or after all procedures are finished for the day.

The service is lighter than both North and Hepatology, so between consults you can observe and participate in the advanced cases in 2H. You are encouraged to be proactive and join the advanced team to learn to pass the side viewing duodenoscope and to observe the procedures to gain an understanding of ERCP and EUS. You are also available to perform general endoscopy procedures with the advanced attendings who are a regular schedule in Duke South or with any of the general attendings at Duke South.

Every day at 5:00 PM sign-out your pager to the North pager (919-970-1858).

On the day before you have your days off, please update sign-out on EPIC and sign out the biliary pager to the North pager. You have all weekends off.

Conferences:

- Weekly biliary conference to review weekend and old cases on Monday at 7:15 AM in 2H
- Multidisciplinary conference on Tuesday at 7:00 AM on 7th floor in DMP
- Grand rounds at 8:00 AM on Wednesday in 2H
- Weekly academic conferences

Clinics:

- Your own weekly half day clinic

Important numbers:

- Biliary pager: 919-970-6444, no password. ([How-to log onto the pager](#))
- Advanced Endoscopy Attending Phone Numbers:

Last Name	First Name	Mobile #
Branch	Stan	919-323-5640
Burbridge	Rebecca	919-830-5185
Johnson	Alyson	201-306-0865

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Jowel	Paul	919-599-5744
Obando	Jorge	919-360-2375
Spaete	Joshua	734-274-1443
Sanchez	Juan	919-667-7593

FAQ's

Which attending is on call?

- Dukegastro.qgenda.com or log into [Qgenda for Duke](#) (or download the application) → Consult/Call schedule

How do I find the contact number for the primary team?

- <https://pagingweb.duke.edu/smartweb/>

How do I find the consult patient list?

- EPIC → Available Lists → DUH System List → Consults: Physician Rounding-DUH → GI-Biliary Rounding Team –DUH (these are patients already on the list)
- EPIC → Available Lists → DUH System List → Consults: Physician DUH → GI-Biliary-DUH (these are patients that have yet to have signed consult notes)

How do I sign out to my colleagues?

- Ensure that one of your data columns in your patient list has “To Do (Gastroenterology)”
- Click “Write Handoff”
- Write sign-out in “X-cover to do”

Duke North (General Gastroenterology)

Overview:

This is a tough and challenging rotation where you learn how to care for a lot of sick inpatients. It is also thought to be one of the most enjoyable blocks because you will be working on a team with an upper level fellow. They will show you the ropes. For the most part, you and your upper level will alternate between covering the pager and performing inpatient procedures. Prior to the start of the month, you and your upper level should create a schedule for the block delineating who will be on consults/holding the pager and who will be scoping each day. This schedule should take into account clinic days (see below).

Fellow Roles Overview

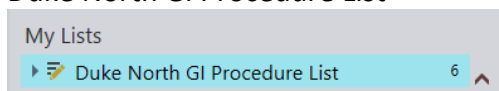
These are general principles/guidance. You and your upper level may slightly deviate from this depending on service census, personal preferences, etc.

- **Consult fellow:** This fellow will sign into the pager (970-1858) by 8 AM and see the new consults. This fellow will also physically see and/or follow up on outstanding labs/imaging/tests for the old patients on the list. In the morning and prior to going home at the end of the day, this fellow should lead the 'running of the list' with the rest of the team so that everyone is on the same page. Pager coverage transitions to the on-call fellow at 5 PM.
- **Procedure fellow:** This fellow will work closely with the attending to perform the procedures for the day. When you arrive in the morning, you should communicate with the charge RN regarding the procedure list for the day. The charge RN often arrives earlier than the fellows and may already have insight into the flow of procedures for the day (ie. which patients did not finish their prep overnight, which patients need a transfusion before they are brought down for their procedure etc). Your upper level can show you where the charge RN sits on the first day of the block. The procedure fellow will consent each patient and complete all necessary pre-procedure documentation prior to each case. They will also be responsible for communicating results of the procedures and any additional recommendations to the primary team after each case. Importantly, you are responsible for following up on all the pathology you obtain and send on your procedure days and communicating the results of the pathology as needed (to the patient, primary team etc).

Procedure List for the Next Day:

All patients who the team determines will need a procedure the next day or on Monday after a weekend should be added to the EPIC List:

- Duke North GI Procedure List



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- This list is viewed by the Duke North/DMP Charge Nurse and Anesthesia to know who is scheduled for the next day.

Weekend:

- You have all weekends off. On the day before you have your days off, please update sign-out on EPIC. The fellow on call for the weekend will take the pager (970-1858) at 5pm on Friday and it will be covered until 8am on Monday.

Clinic:

- You will continue to have your own weekly half day clinic. It is your responsibility to communicate your clinic day each week to your co-fellow and attending for advanced planning. Most often, the fellow that has clinic will be the 'scoping' fellow for that day.

Conferences:

- Multi-disciplinary conference on the 7th floor in the DMP at 7:00 every Tuesday
- Grand rounds at 8:00 on Wednesday in 2H
- Weekly academic conferences

Important numbers:

- Duke General GI Consult Pager: [919-970-1858](tel:919-970-1858) password: 4887 (GUTS)
- Endoscopy nurse/tech on-call: [919-970-4887](tel:919-970-4887)
 - Page Janet Shope (nurse manager) if nurse does not call back
- DMP Endoscopy Charge Nurse: [919-668-1907](tel:919-668-1907)
- DMP Endoscopy Suite: [919-681-2563](tel:919-681-2563)
- DMP Endoscopy Procedure Rm 1: [919-681-4276](tel:919-681-4276)
- DMP Endoscopy Fellows' Work Room: [919-681-5040](tel:919-681-5040)
- Advanced Endoscopy Fellow Work Room in Duke South: [919-613-2414](tel:919-613-2414)
- Duke South GI Clinic for Providers: [919-684-1817](tel:919-684-1817)
- Radiology reading room (On Call Contact): [919-681-4422](tel:919-681-4422)
- Anesthesia Pre-Op pager: [919-970-7853](tel:919-970-7853)
- OR Front Desk: [919-681-5099](tel:919-681-5099)

FAQ's

How do I take over pager?

- The General GI pager is 970-1858. To sign on dial 919-970-1858. It will say "X" is being covered by "X" on page. Then press star then pound. Password is GUTS (4887). Then press 1 and then 5, and 1 again after listening to the prompts. Then put your pager in (without the 919 area code). Hang up the phone.
 - This applies to other pager numbers and password combinations as well.

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- The ON CALL person only signs on to 1858. It is the responsibility of the biliary and hepatology services to sign their pager over.

Which attending is on call?

- Dukegastro.qgenda.com or log into [Qgenda for Duke](#) (or download the application) → Consult/Call schedule

How do I find the contact number for the primary team?

- Open the patient's chart and look to see who is listed as "first call"
- Open the paging website (<https://pagingweb.duke.edu/smartweb/>) and page the individual

How do I find the consult patient list?

- EPIC → Available Lists → DUH System List → Consults: Physician Rounding-DUH → GI-General Rounding Team –DUH (these are patients already on the list)
- EPIC → Available Lists → DUH System List → Consults: Physician DUH → GI-General-DUH (these are patients that have yet to have signed consult notes). You should right click on a patient on this list and assign it to the "GI-General Rounding Team-DUH" list so that when you sign the consult note they remain on the rounding list.

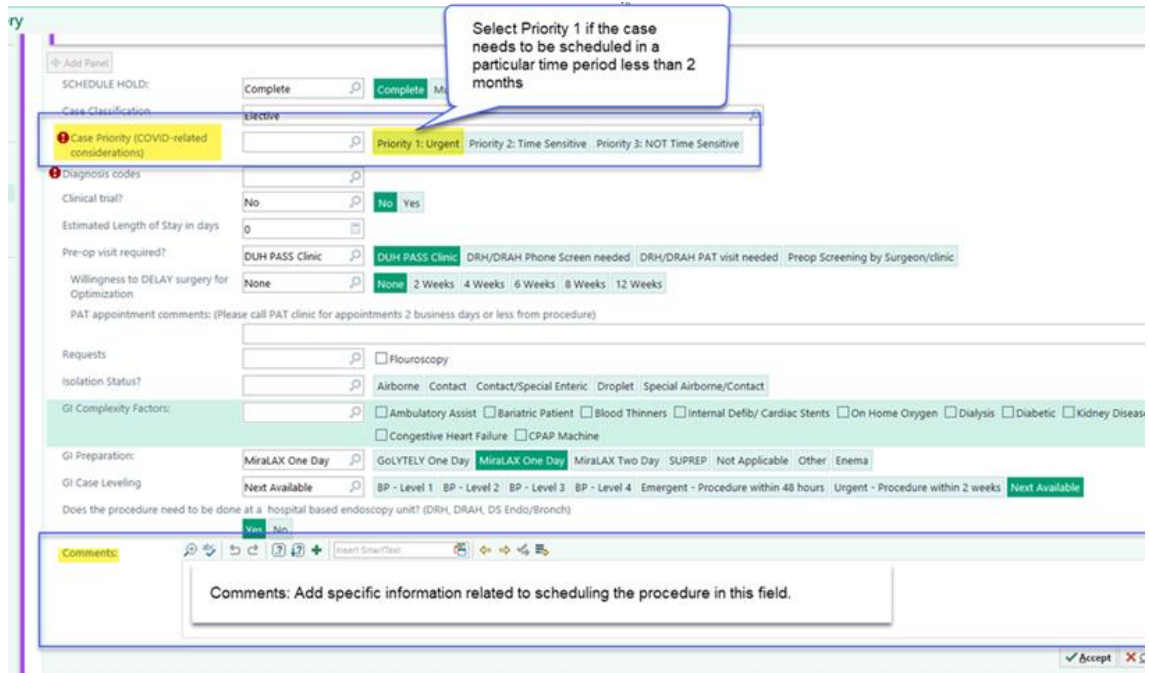
How do I sign out to my colleagues?

- Make sure that your patient list has a section titled "To Do (Gastroenterology)". To update sign out, use the Handoff tab (click "Write Handoff" on the top bar in Maestro Care, make sure you are within specialty "Gastroenterology").
 - Place the one-liner for the patient and reason for consult in the 'Summary/Course' section.
 - Write the important sign out items and follow up tasks in "X-cover to do" portion.

How do I schedule a post-discharge endoscopic procedure?

- For patients who need a follow-up procedure scheduled after discharge, as an inpatient
 1. Create a case through Prep for Surgery using outpatient procedures in your favorites
 2. Select Priority One
 3. Add notes in the Comments field specific to the patient's scheduling "schedule four months after d/c to monitor for healing ulcer" etc.

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On Call Helpful Information

Weekday call

Overview:

When on call, you will be covering the biliary, hepatology and North services. Call begins at 5:00 PM and ends at 8:00 AM. Sign onto the North pager (919-970-1858) at 5:00 PM. It is the responsibility of the Biliary and Hepatology services to sign their pager over to the North 1858 pager.

The calls that you receive will generally come from patients, outside hospital providers and consults from DUH.

Common calls from patients include questions about the bowel prep prior to their colonoscopy, post-procedural complications or other concerns. When patients are having a difficult time with their prep due to bloating, nausea, etc. you can suggest that try sipping it through a straw or putting it on ice (this is by far the most common call you will receive).

If the call is regarding a specific complaint or post-procedural complication, you will need to use your best judgement. It is never a wrong decision to recommend that the patient to go to a local ED if their symptoms are difficult to triage over the phone.

You do not need to document every patient phone call. However, if you recommend that someone goes to the ED or if there is a post-procedural complication - no matter the severity -

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you should document this in EPIC. You should should also route the documentation to the attending who cares for this patient or performed the patient's procedure.

You will also receive calls from outside providers from community hospitals who are looking for advice when caring for complex gastroenterology patients. These are often difficult to field. You *always* have the upper level fellow or attending on-call in case you have questions.

Lastly, you will be receiving North, Hepatology and Biliary consults. In the beginning, it will be difficult to triage situations and decide whether to come into the hospital. It is always better to play it safe, see the patient, contact the attending on-call after seeing the patient and document the consult.

But if you have any questions or concerns, again, you *always* have the upper level fellow who can advise you.

Weekend call at DUH

Overview:

These weekends can be challenging. The responsibilities include rounding and writing notes on inpatients from the North, Hepatology and Biliary teams. The inpatient North, Hepatology and Biliary fellows will leave sign-out on EPIC under the “To Do Gastroenterology” tab. Here you can find what your weekend responsibilities will be for their patients.

You will be covering the 3 pagers during your time on call. You will need to sign onto the North pager (919-970-1858) and the Biliary, Hepatology fellows will sign their team pagers onto the North pager.

Weekend call at Duke North from **July through December** consists of one of the following:

- Friday 5 pm through Sunday 8 am.
- Sunday 8 am through Monday 8 am.

Weekend call at Duke North from **January through June** consists of the following:

- Friday 5 pm through Monday 8 am.

Although it can vary between attending physicians, a weekend generally looks like this:

- Friday night
 - Field all overnight pages
- Saturdays:
 - Pre-round on existing inpatients on Biliary and North teams
 - Unless you were assigned to the Hepatology service the week prior to your Friday night/Saturday call, the Hepatology fellow will round on the established Hepatology service patients on Saturday morning when you're on call.
 - If you were the Hepatology fellow the week prior to your weekend call, then you will round on the Hepatology established patients on Saturday (chart review in the morning and then round with the Hepatology Attending around 10 am)
 - However, you will be seeing the new hepatology consults.
 - For 5 months out of the year, one of the general GI fellows will cover the transplant service and round on the transplant patients each Saturday. As the fellow on call, you are not responsible for seeing the transplant service. The advanced transplant fellow (Kara Wegermann) will round on the transplant service on Saturdays for the other 7 months of the year.
 - See ALL new consults for North, Biliary and Hepatology
 - The North attending is covering DRH and the VA as well. They will typically round there first and then come to DUH in the early afternoon to round on both Biliary and North patients.
 - Page the biliary attending to staff any complex biliary patients

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- The biliary attending on-call generally will not come into the hospital unless there is an emergent advanced case that needs to be done
- All biliary patients will be staffed with the general GI attending on call and your notes should be routed to the North attending on-call unless there is an emergent ERCP done over the weekend in which case the advanced endoscopy attending will staff that case and perform the procedure.

- Sunday:
 - Round on existing inpatients Biliary and North teams patients that need to be seen.
 - Pre-Round/Chart Check existing patients on the Hepatology Service.
 - Round with the Hepatology attending each day at approximately 10:00 AM after the hepatology attending finishes rounds with transplant hepatology
 - The North attending is covering DRH and the VA as well. They will typically round there first and then come to DUH in the early afternoon to round on both Biliary and North patients.
 - See new consults for North, Biliary and Hepatology
 - Page the biliary attending to staff any complex biliary patients
 - The biliary attending on-call generally will not come into the hospital unless there is an emergent advanced case that needs to be done
 - Therefore, you should staff and sign biliary notes to the North attending on-call
 - On Sunday night, you will need to update sign out on EPIC for Hepatology, Biliary and North patients.

- If you are planning on arranging a procedure over the weekend, here are your options:
 - You need to determine where it will take place (OR, Endoscopy suite, ER in the resuscitation bay, ICU) and if patient requires MAC vs. moderate sedation
 - If the procedure can be done with moderate sedation AND the patient is not in the ICU, your best option is the endoscopy suite in the DMP which is open from 8:00 AM – 5:00 PM Saturday and Sunday
 - If the patient is in the ICU, you can perform procedures there. However if you need MAC, then you need to ensure that there will be a provider in the unit who feels comfortable administering sedating medications
 - If the patient needs MAC and is not in the ICU or if the ICU cannot provide anesthesia, then you need to arrange to have the procedure done in the OR. This can be complicated and you can always ask your attending or upper level fellow to help arrange this.
 - Under any of the above circumstances, you need to call the DUH Endoscopy nurse on call to arrange for them to come in and help set-up the endoscopy cart.

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It is generally a good idea to get a sense of when the procedure is going to be performed prior to calling them, so that you can give them an estimated time when to come in.

- Endoscopy on-call nursing pager: 919-970-4887

Coverage of local GI groups while on call

1. Duke GI and GI Fellows who are on call **DO** cover these patients
 - **Durham Gastro (they are members of the Duke Health System and therefore part of the Duke GI Division)**
 - Matthew Rein
 - Van Singletary
 - David Tendler
2. Duke GI and GI Fellows who are on call **DO NOT** cover patients from the following groups but would need to care for patients in an emergency if these providers are not available
 - **Regional Gastroenterology Associates**
 - Steven Solik
 - If called for a Solik pt, you can pass on his mobile number ([919-819-2168](tel:919-819-2168)) to the operator or have the operator instruct the patient to call him on his mobile.
 - **Triangle GI**
 - John Holt
 - Hirendra Doshi
 - Anil Tumbapura
 - Lanny Newell

Electives and Selectives

Elective rotations are designed by the fellow and the program director/coordinator. A monthly schedule must be presented to the program director and coordinator no later than 2 weeks prior to the start of the elective. If endoscopy time is desired, the schedule must be turned in earlier to help facilitate scheduling.

Selective months are assigned to third year fellows. This month focuses on a GI specialty (gen GI, IBD, esophagus, hepatology, etc). The fellow will see patients in clinic, perform endoscopy and other things with a subspecialist, eg: in an esophageal month, the fellow will go to clinic with the esophageal group, perform RFA for Barrett's esophagus and read motility studies under the mentorship of the esophageal attendings. The program director will contact the appropriate group and come up with a schedule for the month. This request should be sent to the program director at least 1 month prior to the selective month.

Electives may include, but are not limited to, the following:

- Specialty clinics
- Biliary, General GI, Hepatology, Esophageal
- Surgery
- Capsule endoscopy with Dan Wild
- Peds GI with Nancy McGreal
- Liver transplant observation
- Motility rotations
- Research (need to have a faculty sponsor, research question, and deliverables for the month)
- Grand rounds prep
- Endoscopy
- ACG Universe
- Radiology
- Nutrition

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Conferences

The educational conference schedule for the year consists of a summer lecture series of core GI topics through the months of July and August followed by the general educational conference schedule from September through June.

Attendance at conferences is required and expected during all clinical rotations and attendance will be tracked. Conferences will be in hybrid format with in-person and virtual options. Duke Raleigh and Duke Regional fellows will attend virtually. Fellows on all other rotations including DUHS, VA, Elective, Selective, and Research are expected to attend fellowship conferences in person unless circumstances require the conference to be entirely virtual.

References and expected reading material will be announced and linked on the GI Fellowship Educational Website prior to the conference date and conferences will be recorded and posted on the GI Fellowship Educational Website for future reference.

	Monday	Tuesday	Wednesday	Thursday	Friday
First Week	715am Biliary Conference 4p Duke IBD MDC	7am Duke PancBiliary MDC 3pm VA MDC 330pm Transplant Selection	8am GI Grand Rounds 4pm Liver Path	7am – 7:45am Core Conf 4:15pm VA IBD MDC 5:15pm Duke IBD MDC 5:15pm Esophageal MDC	8am Med GR
Second Week	715am Biliary Conference	7am Duke PancBiliary MDC 3pm VA MDC 330pm Transplant Selection	7am GI Pathology (Sept-June) 8am GI Grand Rounds 4pm Liver Path	5pm Gen GI Case Conf (Sept-June)	8am Med GR
Third Week	715am Biliary Conference	7am Duke PancBiliary MDC 3pm VA MDC 330pm Transplant Selection	8am GI Grand Rounds 4pm Liver Path 5pm Research Conf (Sept-June)	5:15pm Duke IBD MDC 5pm – 5:45 pm Core Conf 5:45pm – 6:30pm Core Conf	8am Med GR
Fourth Week	715am Biliary Conference	7am Duke PancBiliary MDC 3pm VA MDC 330pm Transplant Selection	8am GI Grand Rounds 4pm Liver Path 5pm Hepatology Case Conf (Sept-June)	5pm GI Journal Club (Sept – June)	8am Med GR

The monthly conference schedule is listed above:

- Fellowship Educational Conferences are listed in **Red**
- GI Divisional Clinical Conferences are listed in **Blue**

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Other Resources

Hospital Maps:

- [DUH Map](#)
 - o https://www.dukehealth.org/sites/default/files/duke_university_hospital_maps.pdf
- [VA Map](#)
 - o <https://www.durham.va.gov/locations/directions.asp>

Divisional Contacts:

Duke Gastroenterology Appointment Center		
Address	5213 South Alston Avenue, Durham, NC 27713	
Telephone:	(919) 684-6437	
Fax:	(919) 479-2664	
In-Basket Pool:	P_GI Scheduling	
Advanced Endoscopy Telephone:	(919) 684-9556	
Advanced Endoscopy Fax:	(919) 479-2659	
P ADVANCED ENDOSCOPY GI RESOURCE NURSE [13363]		
Service Access Manager : Adrienne Isley	(919) 620-9481	
Service Access Team Lead: LaRon Blount	(919) 479-2472	
Service Access Team Lead: Jeffrey Norris	(919) 479-2471	
Duke GI Resource Nurses		
RESOURCE NURSE TEAM:	(919) 684-6437 Option #6	
Nurse Manager - Simone Spieker:	(919) 862-5510	
Alecia Jackson:	(919) 620-3485	direct: 555-8264
Angela Berry:	(919) 620-3485	direct: 555-3985
Collen (Kelly) Horvath	(919) 620-3485	direct: 555-7313
Donna Gerstner	(919) 620-3485	direct: 555-8514
Glenda (Carol) Williams	(919) 620-3485	direct: 555-9482
Virginia (Jenny) Ashley	(919) 620-3485	direct: 555-3941
Jennifer Slepkin (Hepatology)	(919) 684-6190	direct: 555-8573
Maureen Lynch (NASH)	(919) 620-1064	direct: 555-5912
Vanessa Ipock: (IBD)	(919) 862-5015	direct: 555-5910
Mary Elyn Cacchione (IBD)	(919) 862-5015	direct: 555-5034
Parminder Kaur (IBD)	(919) 862-5015	direct: 555-5911
Shaun Brady	(919) 620-3485	direct: 555-3734
Dee-Ann (Amanda) Collins:	(919) 613-8233	
Marie Leineweber	(919) 681-2047	

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Candice Kirk: (Advanced Endoscopy)	(919) 681-1245	direct: 555-9087
VACANT (Advanced Endoscopy)	(919) 681-1245	
Advanced Endoscopy MD ONLY:	(919) 684-2770	
Duke Gastroenterology Administration		
Administrative Assistant to Dr. Muir: Lou Ann Mitchell	(919) 668-7193	
Administrative Assistant to Dr. Branch: Jacob Crim	(919) 613-8765	
Division Administrator: Cathy O'Neill	(919) 681-4288	
Financial Analyst: Melissa Geiseman	(919) 684-2893	
Revenue Manager: Donna Mosley	(919) 684-8771	
GME Fellowship Coordinator: Jill Rimmer	(919) 684-2819	
GI Program Coordinator: Dana Powers	(919) 681-5695	
Administrative Staff Assistant: Harpreet Walia	(919) 681-8852	
PDC Operational Service Lead: Dariele Cooper	(919) 405-2896	
Nursing Program Manager: Kelly Osborne	Mobile (919) 917-8998 Pager: (919) 970-3290	
Senior Strategic Service Associate: Jennie Slate	(919) 684-0499	
Access Coordinator: Shirley Perry	(919) 681-3781	
Department Telephone	Telephone: (919) 684-1817 Fax: (919) 681-8147	
Staff Assistants: See separate list	Staff Assistants: See separate list	
Additional Duke Contact Information		
Duke Health Information Management	(919) 384-7148	
Duke MY Chart Customer Service	(919) 620-4555	
PRMO Patient Billing	(919) 620-4555 OR 1 (800) 782-6945	
Radiology	(919) 684-2711	
Health Information Management	(919) 384-7119	
PAT Testing Office	(919) 681-7030	
Transfer Center	(919) 681-3440 (Open 24/7)	

Recommended Reference/Educational Material

Links to all of the resources listed below can be found on the GI Fellowship Educational Website: <https://sites.duke.edu/gifellowship/>

Core Gastroenterology Text Books

- [Sleisenger and Fordtran](#)
- [Handbook of Liver Disease 4th ed.](#)
- [Yamada's Atlas of Gastroenterology](#)
- [GI Pharmacology](#)
- [Gastrointestinal Physiology](#)
- [Netter's Gastroenterology, 3rd Ed.](#)
- [Advanced Nutrition and Dietetics in Gastroenterology](#)
- [GI Liver Secrets Plus](#)

GI Societal Clinical Guidelines:

- [AGA Guidelines](#)
- [ACG Guidelines](#)
- [AASLD Guidelines](#)
- [ASGE Guidelines](#)

Digestive Diseases Self Education Program (DDSEP)

- This is a study guide of the core GI topics published by the AGA every 2-3 years.
- Three copies of the current version of DDSEP are available in Jill Rimmer's office to borrow.
- The electronic version can be found here <http://ddsep.gastro.org/> (for purchase) but the question bank is available for free for a short time in the setting of COVID.