These guidelines are designed for the gastroenterology fellow rotating through the GI consult service at Santa Clara Valley Medical Center. The Division is comprised of eight full-time faculty members. Louise Leprohon is the Medical Administrative Assistant.

Susan Cummings, MD
(Division Chief)

Ann Chen, MD

Alvaro Davila, MD

Andrew Ho, MD

Elizabeth Hwang, MD

Ahmad Kamal, MD, M.Sc.

Nimeesh Shah, MD

Jason Williams, MD, MPH

Louise Leprohon
OUTPATIENT

Outpatient gastroenterology/hepatology clinics and endoscopic procedures are in session mornings and afternoons five days per week on the fifth floor of the Valley Specialty Center (408-885-7955; “back line” for physician use only). The first year fellow is invited to join any attending in outpatient clinic or procedures any morning of the week.

Outpatient Clinic: Outpatient clinic starts at 8 am on Tuesday, Wednesday and Thursday mornings and at 9 am on Monday and Friday mornings.

In clinic, the fellow can evaluate either new or follow-up patients for any SCVMC attending physician. The fellows should not evaluate any patients seen by the nurse practitioners or any visiting transplant hepatologists (Dr. Radhika Kumari from Stanford or Dr. Francis Yao from UCSF). After the patient has been evaluated, the fellow should present the case to the attending physician. After discussing the case, the patient will be seen again by the attending physician and fellow together prior to clinic discharge. Clinic notes should ideally be completed prior to proceeding onto the next patient. Since labs are ordered under the attending physician’s name, most of the follow-up lab data is routed to the attending physician; however, the fellow should check his/her Healthlink inbox on a daily basis for phone calls, patient requests and critical lab values.

Outpatient Procedures: Outpatient procedures start at 8 am on Tuesday, Wednesday and Thursday mornings and at 9 am on Monday and Friday mornings.

Under the supervision of one of the attending physicians, the fellow will perform a combination of upper endoscopy and colonoscopy. A brief pre-procedure history and physical should be performed and documented in HealthLink on every patient prior to the procedure. After the procedure, a procedure note should be entered into EndoWorks (endoscopy procedure report software). The report should include indication(s), amount of sedation, extent of exam, quality of preparation, patient tolerance, technical limitations, and findings in each part of the GI tract examined, adverse events and the total time of sedation. It should conclude with a succinct impression and recommendations based on available clinical and laboratory data. The report will need to be signed by the attending physician. The fellow should also discuss the pertinent findings with the patient in the recovery area prior to discharge and discuss the care plan with the patient.

INPATIENT

Inpatient Consults: Each afternoon will be dedicated to the inpatient service except for one day a week when the fellow has his/her continuity clinic at Stanford. For most months, the inpatient consult team will consist of an attending physician, first year Stanford GI fellow, SCVMC medicine resident and SCVMC medicine intern. Occasionally, there will be a rotating medical student.
Requests for consultations will be relayed to the fellow via pager by the primary medical or surgical teams. All consults should be completed within 24 hours of the request and preferably the same day. The fellow should distribute consults to the members of the consult team, generally at around 12 pm after morning outpatient clinic/procedures are completed. Patients should be seen in priority of medical urgency and by an appropriate member of the team depending on complexity (e.g. new July interns should not be the initial member of the team to see patients with massive hemorrhages requiring urgent therapeutic intervention or patients with fulminant liver failure). When possible, patients under “Observation” status in the Medical Short Stay Unit (MSSU) should be seen early so that any required procedures can be completed within 24 hours of the patient’s arrival to the hospital. In general, GI consultations from the Emergency Department, except for foreign body or food impactions, should be referred to an admitting medical or surgical team, who are then welcome to consult GI formally after the patient has been evaluated.

All inpatient consultations should be presented to the attending and reviewed the day they are completed. A “Consult Note” should be written at the time of initial consultation and “Consult Progress Notes” should be written each day that the patient is discussed during inpatient rounds or until consult services are no longer required.

**All patient related questions received by the fellow**, whether through formal consultation by an inpatient team or informal questioning by an inpatient team, emergency department, urgent care clinic or primary care clinic, should be reviewed with the inpatient attending. Patient care advice should not be given by the fellow alone.

**Inpatient procedures**: Inpatient procedures (EGD, colonoscopy, flexible sigmoidoscopy, endoscopic ultrasound) are performed on the 6th floor of the “old building” of the main hospital. Inpatient ERCPs are performed in a fluoroscopy room in the radiology department, on the first floor of the main hospital. Procedures for ICU patients are performed at the patient’s bedside. Procedures requiring Anesthesia assistance will be performed in the operating room.

In the morning, preferably by 8 am, the fellow should post patient information (name, medical record number, location, type of procedure) of any inpatient cases that need to be done for the day on the main scheduling board located in the outpatient endoscopy unit in VSC so that the nursing staff can plan their afternoon accordingly. Inpatient procedures usually start in the morning when nursing staff becomes available. If the fellow is unable to write the information on the board, he/she should contact the charge nurse at the earliest possible opportunity to notify them of any inpatient endoscopic procedures that need to be performed.

Prior to the procedure, the fellow is expected to obtain consent (paper form that should be placed in the paper chart), complete a pre-procedure H&P and enter pre-procedure orders in HealthLink. Immediately following the procedure, the fellow should complete a procedure report in EndoWorks. The fellow should also call the referring team to relay the results of the endoscopy and further recommendations. For ICU procedures where a report may not be immediately typed into EndoWorks, a brief procedure note (with the indication, medications and findings) may need to be typed into HealthLink.
For cases that require Anesthesia assistance, the fellow should fill out a green “OR request form” and fax it to the main OR. The fellow will also need to call the Anesthesia attending on call at 34233 to discuss the timing of the procedure.

ERCPs and dilation/stenting requiring fluoroscopy will be scheduled in the Radiology department. The fellow should communicate with the GI procedure schedulers (either Hicel Alejandro or Stephanie Loftus, x 37534) who will coordinate reserving a fluoroscopy room and contacting Anesthesia for GA/MAC when necessary. **All ERCPs will be performed with the assistance of the Anesthesia Department.**

Endoscopy nurses are available after regular business hours and for 24 hours on weekends for any urgent procedures. The endoscopy nurse will facilitate the setup and take down of equipment in the inpatient endoscopy unit and the travel endoscopy cart. The call schedule is available at www.amion.com (login: SCVH). Names and contact information of all GI on-call physicians and nurses are available there.

**CALL**

Evening and weekend call is shared among the first year fellow, resident and intern on service. Additionally, about once a month, a second or third-year fellow will be responsible for weekend call. According to ACGME, interns are unable to take evening or weekend call without direct attending supervision. Thus, for the weekends that the intern is scheduled to take call, the intern will take primary call from 8 am to 5 pm on Saturday and Sunday and the first year fellow will provide call coverage on Friday, Saturday and Sunday evenings from 5 pm until 8 am. First year fellows will take an average of 2-3 weekend calls per 6-week block (including “paired” weekends with the intern). Evening coverage starts at 5 pm and ends at 8 am the following morning.

**CONFERENCES**

In addition to the regularly scheduled conferences at Stanford, fellows will attend several specialized conferences during their rotation at SCVMC. These are designed to supplement the patient care learning provided via consults and procedures, and are an integral part of the SCVMC experience.

*Radiology/GI Conference*

Time: 8:00 am – 9:00 am., 1st and 3rd Monday of each month  
Location: Radiology Conference Room, 1st floor of main hospital  
This is a teaching conference focused on the radiological evaluation of gastrointestinal diseases. Typically, radiographic images are presented and topics are reviewed by Radiology senior residents and/or faculty. Various modalities, including plain films, contrast studies, CT scans, MRI, and ultrasound are covered in detail over the course of the year. The conference is attended by the Department of Radiology and Division of Gastroenterology.
GI Journal Club
Time: 8:00 am – 9:00 am, 2nd and 4th Monday of each month
Location: 5th floor conference room, Valley Specialty Center
The inpatient attending will assign one journal article to be presented by each member of the consult team. The articles will either illuminate diseases seen on the inpatient service at that time or will be recent articles of significant importance to the practice of gastroenterology and hepatology. Each person should thoroughly review his or her article and prepare a 10-15 minute talk on the background, methods, major findings, and implications of the article. When necessary, additional papers and textbooks should be read to enable a thoughtful discussion of the topic.

Pathology Conference
Time: 12:00 noon – 1:00 pm, 4th Monday of each month
Location: 2nd floor Pathology Conference Room, Receiving and Support Center (RSC)
Interesting histologic specimens from endoscopies and liver biopsies are reviewed with pathology faculty and projected on a large high-definition screen. Fellows should submit patient information (print out a copy of the pathology report and place in collection tray in the GI multipurpose room) on any samples that demonstrate interesting findings or highlight difficult clinical situations.

Medicine Noon Conference (GI topic)
Time: 12:00 noon – 1:00 pm, 2nd Monday of each month
Location: Main Hospital Cafeteria conference room
On his/her assigned day (once during the first year of fellowship), the fellow will be responsible for presenting a didactic topic to the medicine house staff. Available topics can be obtained from Elizabeth Hwang. A 45-minute comprehensive talk should be prepared as a Powerpoint presentation.

Surgery/GI/IR Multi-disciplinary Clinical Conference
Time: 12:00 noon – 1:00 pm, 2nd and 4th Tuesday of each month
Location: Radiology Conference Room, 1st floor of main hospital
This conference will include cases relevant to both the surgery and GI services. The GI fellow is responsible for presenting a case on the 2nd Tuesday of the month. Case presentations should be prepared with Powerpoint slides. Following the case presentation and review of imaging, the fellow should give a 15-20 minute discussion of the topic, including a review of the relevant literature.

Liver Tumor Board
Time: 12:00 noon – 1:00 pm, 3rd Tuesday of each month
Location: 4th floor conference room, Valley Specialty Center
Patients with liver tumors are discussed in the multidisciplinary conference attended by the gastroenterology, radiology, interventional radiology, surgery and oncology services. Fellows may present patients they have seen in the inpatient or outpatient settings by filling out a Liver Tumor Board form (available in clinic) and giving the form to Louise Leprohon prior to the conference.
Board Review/Digestive Diseases Clinical Conference (Stanford)
Time: Wednesdays, 4:30 pm – 6:00 pm
Location: Stanford

Core Curriculum Lectures (Stanford)
Time: Fridays, 7:00 am – 8:00 am
Location: Stanford endoscopy unit conference room