<table>
<thead>
<tr>
<th>Geriatric Service Orientation Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasks &amp; Responsibilities</strong></td>
</tr>
<tr>
<td><strong>Explanations</strong></td>
</tr>
<tr>
<td><strong>Weekends/ Weekday</strong></td>
</tr>
</tbody>
</table>
| **Night coverage** | **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.  
5pm – 8 am: Ward team on call for inpatients |
| **Coverage during resident clinic times** | **Admits**: on-call ward team resident “tuck in” & alert GS-HO. GS-HO to work-up after clinic |
| **TRU** | -GS-HO follows in-patient’s transferred to TRU with GS attending  
-When on call for weekend must round on TRU patients (both GS-TRU and regular TRU service) for acute problems and work up admissions.  
-TRU service new admits then go to TRU team on Monday  
-note: Night time/weekend acute evaluations cannot use of ER. |
| **Call** | | See monthly schedule. |
| **Phone Calls cover**: outpatient, TRU & NH patient  
**On call phone slips**: Fill out for each call, place in mail boxes next day |
| **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)  
**TRU check-out for weekends**: TRU PA will contact on call GS-HO or fellow  
**TRU check-in after weekends**: GS-HO to contact TRU PA Monday A.M. |
| **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 Palmesano 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)  
-video tape library (ask Jana to show) |
| **Sick Days** | Contact attending as soon as you are aware that you will be unable to perform duties. |

* GS-HO: Geriatric Service House Officer