



Department of Ophthalmology
and Visual Sciences

UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH



WELCOME

TO

UNIVERSITY OF WISCONSIN-MADISON
School of Medicine and Public Health (SMPH)
Department of Ophthalmology &
Visual Sciences (DOVS)

VISITING STUDENT

RESOURCES



Jess Benton, MSM, BS
Graduate Medical Education Coordinator
medstudents@ophth.wisc.edu

2828 Marshall Court, Suite 200
Madison, WI 53705

UWSMPH DOVS WELCOMES YOU!

WE'RE SO GLAD YOU'RE HERE!

Congratulations on your four-week rotation with the Department of Ophthalmology (DOVS) at UW-Madison! This overview is to both prepare you and ensure you have resources at hand should you need them during your rotation. We guarantee your time with us will be well spent, your experiences robust, and the memories you create are long-lasting.

BEFORE YOU BEGIN...

Just as we promise to deliver you an exceptional experience, it is your responsibility to share your needs with our Graduate Medical Education (GME) Coordinator, Jess Benton. We want to ensure that you are receiving the professional and academic attentiveness our community prides itself on. Now, let's begin!

TABLE OF CONTENTS

Welcome from our Program Director	3
What to Expect	4
Professionalism	4
Rotations	5
Life in Madison	8
Appendix	11

WELCOME FROM OUR PROGRAM DIRECTOR

Hello!

Welcome to your ophthalmology elective at the University of Wisconsin-Madison Department of Ophthalmology and Visual Sciences!

We have many wonderful faculty and residents that you will work with during your rotation. Our goal is to provide you with an opportunity to work in a wide range of subspecialties in both the clinical and surgical settings. If you desire working more in a particular subspecialty, please let us know and we will try to accommodate your requests. Your experience can be maximized by you being well prepared for clinic and the operating room. Try expanding your ophthalmic examination skills by routinely using the slit lamp and indirect ophthalmoscopy during your rotation. We want your experience to be as meaningful as it can be!

Please understand that doing a rotation with us does not guarantee a residency interview with us. Candidates who we feel would best fit our program and the program fits the candidates needs will be offered an interview during the typical application process. I hope you understand and please let me know if you have any questions about the residency application process.

Please let Jess Benton, Graduate Medical Education Coordinator, jl Benton2@wisc.edu, if you have any questions. I am also happy to help in any way that I can. Welcome again to Madison! I look forward to you having an outstanding experience!

Sincerely,

JENNIFER C. LARSON, MD

Assistant Professor

Director of Ophthalmology Medical Student Education

University of Wisconsin School of Medicine and Public Health

www.opth.wisc.edu



JENNIFER C. LARSON, MD

DOVS Education respects and values all learners, faculty, staff, patients, and communities in Wisconsin and the world while advocating for diversity of perspectives, social justice, and inclusion through education, training, and faculty development offerings.

WHAT TO EXPECT

This document will provide a brief overview of the critical topics: rotations, professionalism, personal care, safety, engagement, housing/parking. As always, any questions may be directed to the GME Coordinator.

PROFESSIONALISM

As a teaching hospital, it is imperative that all students, including those participating in the visiting student program, follow all the guidelines and regulations that govern the safety and well-being of practitioners and patients. You will receive an ID badge that will grant you security access to the numerous buildings during your time at UW-Madison. You will be required to always wear it, regardless of the type of rotation (surgical or clinical). Additional pertinent information is covered on your first day during orientation, including gaining HealthLink access.

DRESS CODE

During your rotations, there are dress code requirements. When scheduled to be in the surgical suite, you will be given a personal identification number (PIN). This will be used with your ID badge to access a pair of scrubs from the vending machine for your use. Remember to return your soiled scrubs at the end of each rotation. For any pair of scrubs not returned, you will incur a fee of \$25 for each pair. For more information regarding UW Health dress code policies and procedures, please see the appendix or visit the website by [clicking here](#).

While on clinical rotation, business casual is the expectation. You are not required to wear your white coat from your home institute. Students shall maintain a physical appearance and personal hygiene that is conducive to developing effective doctor-patient relationships. Examples of inappropriate attire while on clinical rotation include blue jeans, shorts, T-shirts, and sandals.

Something else to be mindful of as you prepare for life in the Midwest, please keep in mind that patients, staff, and providers have different fragrance tolerances. To ensure DOVS continues to support and promote a caring and considerate environment, please be mindful of fragrance use and consider using neutral or unscented grooming products (soaps, lotions, colognes/perfumes, hair care products and laundering supplies) during your rotations. Certain aromas may trigger headaches, migraines, allergy/sinus reactions and other issues.

COMMUNICATION

It is important that you check your email often. Provider schedules may change at the last minute due to unforeseen circumstances, which may impact your weekly itinerary. If you have any unforeseen issues, contact the GME Coordinator, and they will contact the necessary people to ensure everyone is looped in. In case of an emergency, the GME Coordinator's email and mobile phone number is located in the signature line at the bottom of each email they have sent you. Additionally, emergency emails may be sent to medstudents@ophth.wisc.edu.

ROTATIONS

While you are not enrolled as a University of Wisconsin-School of Medicine and Public Health (UWSMPH) student, you will have the same duties and responsibilities as any UWSMPH medical student and are expected to be an active participant during rotation. Your time on campus will consist of approximately 20 rotations per week (10 morning rotations and 10 afternoon rotations). Visiting students are not scheduled during the weekends, nor are they scheduled for on-call sessions.

TYPICAL FOUR-WEEK SAMPLE SCHEDULE

DATE	AM/PM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	AM	Orientation/ Training with the GME Coordinator	Rotations	Rotations	Rotations	Grand Rounds Rotations
	PM	First Rotation	Rotations*	Rotations*	Rotations*	BSL Rotations*
Week 2	AM	Conferences Rotations	Rotations	Rotations	Rotations	Grand Rounds Rotations
	PM	Rotations	Rotations	Rotations	Rotations	BSL Rotations**
Week 3	AM	Conferences Rotations	Rotations	Rotations	Rotations	Grand Rounds Rotations
	PM	Rotations	Rotations	Rotations	Rotations	BSL Rotations**
Week 4	AM	Conferences Rotations	Rotations	Rotations	Rotations	Grand Rounds Rotations
	PM	Rotations	Rotations	Rotations	Rotations	BSL Rotations**

**NOTE: If both rotations are clinical, generally the learner will remain at the clinical site, but will be scheduled with a different provider and/or subspecialty for their afternoon rotation.*

***If not scheduled for rotation on Friday afternoons, visiting students are highly encouraged to attend Basic Science Lectures with residents. This is a guest lecture series that focuses on deep dives on ophthalmological topics.*

Your schedule will be emailed to you the week prior. For example, you will receive your Week 3 schedule on either Thursday or Friday of week 2.

Additionally, all the providers and their administrative team will receive a copy of your schedule in an email showing when to expect you for the following week: which rotation on what day.

For clinical rotations, the expectation is to arrive 15 minutes on-site prior to the start of your rotation. In the case of surgical rotations, it is highly recommended that you arrive on-site 30 minutes prior to your rotation to allow for acquiring your scrubs from the scrubs machine, changing and storing your items in the locker room and locating the provider you will be working with during that shift.

DURING YOUR ROTATION

Each weekly rotation will consist of two surgical experiences and at least seven clinical experiences. UW-Madison has several subspecialties available to explore, including Comprehensive, Retina, Cornea, Glaucoma, Pediatric Ophthalmology, Oculoplastics, Uveitis, and Neurophthalmology. Should you have a subspecialty preference, please communicate your preferences as soon as possible to the GME Coordinator so they may work in additional rotations within that area of expertise during your time at our school.

In addition to your scheduled rotations, there will be several extracurricular activities that will be important to participate in:

- **MONDAY MORNING CONFERENCES** (weeks 2-4) meet from **7:00 AM – 8:00 AM**. An Outlook calendar invite will be sent to you with both the room location (U-Station, lower level, room L53) and a Zoom link to participate remotely. If participating remotely, please remember to change your screen name to include your home institute once you've joined the session. The content covered during these sessions covers a wide range of unique cases and creates a fantastic opportunity to engage peers, providers, residents, fellows, cultivate camaraderie while building an important support system.
- **GRAND ROUNDS** take place on **Fridays, 7:00 AM – 8:00 AM**. You will receive an Outlook invitation to each presentation. Additionally, you will receive an email prior to Friday's session confirming the speaker, the topic, and whether the offering will be in-person (including the location), hybrid, or delivered virtually. Please remember to change your screen name to include your home institute once you've joined the session.
- **BASIC SCIENCE LECTURES** take place on **Fridays, from 1:00 PM – 4:30 PM** on the second floor at 2828 Marshall Court, Suite 200, in the conference room on the east side of the suite. Covering all topics in the Basic and Clinical Science Course (BCSC) published by the American Academy of Ophthalmology (AAO), this series provides a deeper dive into topics by faculty that are experts in the treatment of ophthalmic maladies/diseases, clinical and surgical knowledge, and evolving research practices and results. You will be joining UW residents during these lectures.

While you are here, other students may be beginning their four-week rotation at the school. It is customary to share contact information of visiting students still on campus (name and email address)

to those coming to campus, so they have a helping hand to reach out to as they begin their journey. This is an excellent opportunity for you to practice your mentoring, build relationships, and network with future colleagues in industry. If you do not want your information shared, please contact the GME Coordinator and inform them of your preference to opt out.

ADDITIONAL EXTRACURRICULAR OPPORTUNITIES

Depending on when your rotation is scheduled, you may have the opportunity to participate in one of our summer offerings, including but not limited to:

- **Learner's Day:** Co-Hosted with the Medical College of Wisconsin, Milwaukee, Wisconsin (mid-June)
- **Eye Opener Picnic:** Event welcoming new residents, fellows, other learners and the DOVS and UW Health Ophthalmology community with food, games, and prizes! This is an excellent way to connect with peers and future colleagues in a fun and informal setting (early to mid-July).
- **Multiphasic Phacoemulsification Course (PHACO):** As a visiting student, you are welcome to the Friday didactics portion of this two-day workshop. Learners, residents, and fellows from around the country come to listen to esteemed presenters share their knowledge. UW-Madison's PHACO event is one of the oldest, continuously running conferences in the country! (mid-August)

END OF ROTATION

Four weeks will pass with lightning speed. You will be on your way home just when you feel you have gotten used to your routine at DOVS. Your home institute will want Dr. Jennifer Larson, Program Director, to complete an evaluation of your performance. Please instruct the appropriate liaison at your school to email the evaluation and request to the GME Coordinator (jl Benton2@wisc.edu). The evaluation will be submitted to Dr. Larson for completion and returned in a timely manner.

LIFE IN MADISON



HOUSING

We understand your time here will pass extremely fast. We also appreciate finding housing accommodations can be challenging – especially when the timeline is extremely compressed. In the appendix, you will find a list of websites that have been curated as a starting point for individuals seeking short-term housing.



PARKING

It is a good thing Madison is such a bike and public-transport friendly community because parking on campus can be difficult. Any questions regarding UW-Madison's parking policies, including cost for a four-week pass, are best directed to the Transportation Customer Service office. Basically, it will be \$130/30 day period (one month or four-week period; see attached campus map).



OFF-HOURS/CASUAL DRESS

When will you have time to do anything, right? Trust that there will be time to bond with your fellow visiting students, new residents, and others from your home school from different services. While Madison is surrounded by lakes, it does get hot in the summer months. The best advice for dressing when not in rotation mode is to consider lightweight clothing that you can layer (for example, a light T-shirt with a hoodie or a windbreaker).



SICK POLICY

As you know, there is always a risk of transmission of COVID or other infections when spending hours in an environment where those not feeling their best come together. Because these are rigorous schedules, it is easy to become ill. First, you need to take care of your health. If you feel ill and are questioning whether you should come to rotation, please email the GME Coordinator by 6:00 AM (email address is located on the cover of this guide), and stay home. The Coordinator will contact the providers you are scheduled to work with and inform them that you will not be joining them. You are welcome to reach out to them and share the nature of your absence if you deem it important.

If you believe you must attend on a particular day, please check your temperature (prior to taking fever controlling OTC medicines) and ensure it's under 99.6. Additionally, please complete your rotations with a mask and gloves to help minimize potential spread of illness. If your temperature is above 99.6, please stay home and rest.

Included in the appendix are links to two flowcharts – one for UW Health and the other for the School of Medicine and Public Health – for you to follow should you become ill.



STAYING SAFE

Madison is a safe, friendly, and welcoming community with countless opportunities to satisfy all interests. We are also very aware that dangerous situations could arise, despite our best efforts. It is important to our campus culture that all our learners and guests are safe during their time at UW-Madison. We are fortunate to have a dedicated campus police department (<https://uwpd.wisc.edu/>).

Please click on the “Staying Safe” tab on the home page (second option, next to Home) and review the many services provided to ensure our campus and community are safe.

- To receive notification texts, text UWALERT to 77295. This will enroll you for six months.
 - Once you have registered your 10-digit mobile phone number, you will receive a confirmation text message indicating you have successfully subscribed. If you do not receive a confirmation text message, double-check to ensure you have submitted a number that receives text messages.
- WiscAlerts: Our on-campus emergency alert system.
- BadgerSAFE: This app is very versatile and will send you off-campus emergency alerts.

Sexual Misconduct Resource and Response Program / UW-Madison Policy on Sexual Harassment and Sexual Violence:

The mission of the University of Wisconsin-Madison is to provide a teaching, learning and working environment in which faculty, staff, students and guests can discover, examine critically, preserve, and transmit knowledge, wisdom, and values that will improve quality of life for all.

We are committed to creating and maintaining a community that promotes learning and open dialogue in an environment free from threat or harm. As a guest to our community, you have the agency to report any incident that makes you feel unsafe, whether it be to a faculty member, the GME Coordinator, or directly through the Report Sexual Misconduct portal (see appendix for link). Reportable examples include, but are not limited to sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and retaliation.

For more information regarding UW-Madison’s Sexual Harassment and Sexual Violence policy, please visit the link provided in the appendix.

LAST THOUGHTS...

SOME THINGS TO CONSIDER AS YOU PREPARE TO TRAVEL TO THE MIDWEST:

- Insurance coverage (car, renter's, health) – make sure everything will work while you are in Madison in case of an emergency. If you do not have renter's insurance, it may be wise to check with your insurance provider to see if they provide short-term riders for circumstances such as this.
- Shopping – post-COVID ended the 24/7 era of big box and grocery store shopping venues. Most places are open until 9:00 PM or 10:00 PM.
- Hungry and don't want to cook? The good news is there are a lot of great restaurants, tremendous cultural variety, and all within a wide price point. Many restaurants deliver or use a third-party delivery service. Check online for hours of operation, dining format (dine in, take out, delivery only), and menus prior to setting out for a meal on the town.
- Need Cash – No worries! Kwik Trip (convenience store chain) is open 24/7 and has FREE ATMs!!! If your bank charges a fee, that is one thing, but taking money from a KT ATM will not incur a cost from the machine. It's a terrific way to get cash fast!
- Each community has amazing, eclectic, wonderful things to take in and enjoy. Madison is no different. A quick search of the [Chamber of Commerce](#) webpage will give dates for the farmers' market, music events, baseball games, parks, and so much more.

Thank you for bringing your unique perspectives and your desire to become the best possible professional in Ophthalmology to UW-Madison. Your presence influences how we look at our educational experiences and where we can become better and more committed to the learners we train to become future doctors, researchers, and instructors.

Your time with us leaves a lasting, positive imprint on how we serve as educators and leaders. Thank you for sharing your UW-Madison as a place of personal and professional growth.

APPENDIX

The links provided below lead to important supplemental resources covered in this overview. In addition, you will find a directory of the providers and the residents for your reference.

Dress Code	<u>UWH Dress Code</u>
Professionalism Policy	<u>UW Professionalism Policy</u>
Sample Weekly Schedule	<u>Weekly Schedule Template</u>
COVID Policies	<u>UW-Madison COVID Policy</u> <u>UW Health COVID Policy</u>
Parking and Maps	<u>UW Campus Parking and Transportation Map</u> <u>Interactive UW Campus Map</u> <u>Transportation Customer Service Email</u>
Crime and Safety	<u>Dane County Emergency Management</u> <u>UW-Madison Police Dept WiscAlerts</u> <u>UW-Madison Police Dept BadgerSAFE Safety APP</u> <u>Campus Incident Reporting Form</u> <u>Sexual Harassment and Sexual Violence policy</u>
Housing Links	<u>Housing Options</u>
Meeting the Providers	<u>Faculty Directory</u>
Meeting the Residents	<u>Resident Directory</u>
Clinics/Hospitals	<u>Addresses of Rotation Locations</u>
Grand Rounds Virtual Account Setup Information	<u>Creating a Grand Rounds Account</u> <u>Creating a Visitor Account – with Mobile</u>