

# OVERNIGHT ROTATION RESIDENT ORIENTATION GUIDE

Ann & Robert H. Lurie Children's Hospital of Chicago

Department of Medical Imaging

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# WORKFLOW

- Rotation hours: See EZ call for hours: Sun: 8 PM-7 AM, M-Th: 9 PM-7 AM, Fr 9 PM-8 AM, Sat/Holidays 8 PM–8 AM
- Work in 4<sup>th</sup> floor “big” reading room or 4<sup>th</sup> floor fluoroscopy reading room
- Check-in with the overnight attending at the beginning of your shift to set-up expectations for your shift.
- Read from the All Recent list
  - All ED and stat inpatient studies and consults
  - All inpatient xrays and ultrasounds
  - Routine inpatient CT/MRI – check with overnight attending to determine whether the study will have a final report, preliminary report, or only require screening.
  - Outpatients – No need to read. Quick screen for major findings.
  - Fluoro studies that can occur overnight – G/GJ/cecostomy tube checks, upper GI examinations to rule out malrotation, air or contrast enema for intussusception, contrast enema to assess for neonatal distal obstruction, esophagram to assess for retained foreign body/food bolus or esophageal perforation.

# WORKFLOW

- Protocolling studies – you may be paged overnight to protocol CT and MRI cases. Please review the indication, patient information in Epic, and discuss the protocol with the attending radiologist for any questions.
- Checking studies – you may be contacted by the US, CT, or MRI tech to check cases. Please discuss the images with the attending radiologist for any questions.
- Dictating studies – you will pre-dictate studies into the overnight attending’s queue. Please use departmental templates and ask the attending you are working with if they would like specific templates used.
- Preliminary reports on studies – you may occasionally need to provide a preliminary report on a study. If so, please first review the study with the overnight attending. To prelim a study:
  - Put a footer on the report that says **\*\*\*This is a preliminary report by the radiology resident on call. Full report to follow.\*\*\***
  - Change the attending to “**General User**” before hitting the Prelim button.
  - Prior to completing your shift, you will need to change the attending on the study to the attending who will finalize the report.
- Answering the phone in the reading room.

## IMPORTANT INFO FOR OVERNIGHT

- Food options for overnight
  - Dunkin Donuts at Prentice is open 24 hours per day
  - Panera, Subway, and Starbucks at Northwestern are open 24 hours per day.
  - The Lurie cafeteria is open 11 PM – 2 AM on weekdays.
- Resident call room on 4<sup>th</sup> floor – Rm 4393

## IMPORTANT PHONE NUMBERS

- Main reading room: 73241
- CT 5<sup>th</sup> Floor: 70519
- CT ED: 70519
- ED XR: 70261
- XR Control: 73737
- Ultrasound: 73555
- MRI at Lurie (5<sup>th</sup> floor):
  - Main: 7- 0546
  - Scanner 1: 7- 0513
  - Scanner 2 (3T Vida): 7- 8881
  - Scanner 3: 7- 0529
  - Scanner 4 (3T Skyra): 7- 0528

## IMPORTANT PHONE NUMBERS

- ED: 73800
- 14<sup>th</sup> Floor (NICU): 7-1400
- 15<sup>th</sup> Floor (NICU): 7-1500
- 16<sup>th</sup> Floor (PICU): 7-1600
- 17<sup>th</sup> Floor (Heme Onc): 7-1700
- 19<sup>th</sup> Floor (Neuro, Ortho): 7-1900
- 20<sup>th</sup> Floor (Ped Surg, Transplant): 7-2000
- 21<sup>st</sup> Floor (Gen Med): 7-2100
- 22<sup>nd</sup> Floor (CCU): 7-2200

\*\*Calling from outside the hospital:

(312)227- Extension

## SAMPLE SCHEDULE FOR NIGHT SHIFT

- Work
  - 8 or 9 PM: Begin work
  - 12 AM – 5 AM: Consider simulating daytime with bright light (light therapy box) to help reset your body clock and help keep you alert
  - 3 AM: Cut off caffeine (half life 4-6 hours)
  - 7 or 8 AM: Head home. Don't forget your sunglasses. Get home safely!! Take public transportation or ride share if needed for safety.
- Rest
  - 8 or 9 AM: Get in bed ASAP. If you expose yourself to too much light, you'll disrupt the circadian clock you're trying to reset and your body temp will rise too soon after you fall asleep; if that happens, you'll wake up before getting enough rest.
  - 8 AM – 3 PM (or 9 AM – 4 PM): Sleep. Darken your bedroom with black out curtains and turn on a white noise generator to drown out ambient sounds.

## SAMPLE SCHEDULE FOR NIGHT SHIFT

- Start your day
  - 3 PM or 4 PM: Wake up and eat breakfast. Make sure to get at least 15 minutes of sun exposure to trick your circadian clock into thinking that it is morning.
  - 4:30 PM – 7 PM: Go about your daily activities. Spend time with family, do household chores, exercise, etc.
- To help quickly convert back to a day schedule - After your last night shift, do a “short sleep” of 5 hours (8 AM – 1 PM). Go to bed that evening at your normal bedtime.



# OVERNIGHT NEURO READS (PRELIM)

**PURPOSE:** Which neuroradiology examinations should be reviewed and how they should be reported by overnight radiologists and trainees

**SCOPE:** Applies to Medical Imaging overnight 8p-8am weekend/holiday, 9pm-7am weekday regarding neuroimaging (neuro CT/MR, US TCD)

| Site/Situation   | Action  |
|--|---|
| ED patients  | Finalized by overnight attending  |
| Lurie patients who are admitted from the ED with complex exams (ie: new or follow-up tumor) or are existing inpatients | CT/MR screened by overnight attending<br>For stat complex exams in patients being admitted through the ED, NICU HIE work-up studies, and inpt exams with critical findings, trainee should put in BRIEF prelim using macro under “General User”<br>If findings are discussed with a clinical service, this should be documented in the prelim |
|  | TCD: Trainee should fill in report with values and transcribe under “General User”  |
| Outpatient studies   | Not responsible for dictating. Outpatients completed before 9pm are screened by evening neuro attending. However, you may be called to check image quality. Please review with overnight attending if you feel there is a finding that requires stat reporting.   |

Preliminary report template (available in general user):

\*\*\*\* PRELIMINARY REPORT BY RADIOLOGY TRAINEE ON-CALL \*\*\*\*

Exam:

History:

Preliminary read: [ limit to 1-2 lines maximum]. Final report to follow.

\*\*\*\* PRELIMINARY REPORT BY RADIOLOGY TRAINEE ON-CALL \*\*\*\*

## ADDITIONAL TIPS FOR NIGHTS

- If you need to prepare for night shifts, then rotate your schedule clockwise for easier adjustment. Begin adjusting your sleep and wake time for 3 days prior to a shift by delaying your bedtime and wake time by an hour or two each night.
- Avoid alcohol before bed. It can help you fall asleep initially, but it can cause you to wake up too early or have disturbed sleep.
- It can help to take melatonin the first few nights.
- Avoid sleeping pills – they do not provide natural sleep. While they help to sedate you, sedation is not the same as sleep. Sleeping pills can restrict the deeper brain waves produced during REM sleep, leading to grogginess and forgetfulness when you wake up. This can lead to more caffeine consumption, making sleep difficult and perpetuating the cycle.
- Taking a hot bath can aid sleep not because it makes you warm, but because your blood vessels dilate and your core body temperature drops. To successfully initiate sleep, your core temperature needs to drop about 1 degree Celsius.