

## What to Do If...

### An Emergency Situation Occurs

Please call any of the following:

#### *Department Directors:*

Family Medicine	Beat Steiner, M.D.	919-966-3960
Medicine	Stephen Kizer, M.D.	919-966-7776
OB/GYN	Merry-K. Moos, F.N.P., M.P.H.	919-966-1601
Pediatrics and Medicine/Pediatrics	Adrea Theodore, M.D.	919-966-2504
Psychiatry	Tony Lindsey, M.D.	919-966-4456
Surgery	Colin Thomas, M.D.	919-966-4416

#### *Department Administrative Coordinators:*

Family Medicine	Linda Allred	919-966-3106
Medicine	Carol Carden	919-966-7776
OB/GYN	Mary White	919-966-1601
Pediatrics and Medicine/Pediatrics	Robin Davis	919-966-2504
Psychiatry	Myra Daniel	919-966-6997
Surgery	Cheryl Miller	919-966-4781

#### *Course Director and Course Coordinator's Office:*

Course Director	Zell Hoole, M.D.	919-962-8331
Course Coordinator	Leanne Shook	919-962-8338

#### *Office of Student Affairs:*

Leanne McSwain	919-962-8338
----------------	--------------

#### *Student Health Service:*

919-966-6573

Of course, if there is an emergency involving a student's health, he or she must be treated locally; however, even in these situations one of the above must be contacted. If the emergency occurs on a weekend, please call the Student Health Service **and also** leave a message on the Office of Student Affairs' answering machine.

### A Student is Absent During the Month

Students must receive approval from the Course Director to miss more than three days during the month and must make up the time that is missed. **Any days missed should be arranged in advance to your satisfaction** (unless prevented by an emergency). You may require that students provide you with an official administrative letter of approval if they request days off during the selective. If there is a special case that seems to be an emergency or is otherwise compelling and you are unsure what to do, please call the appropriate Department Coordinator.

### **Problems with the Student Occur**

If you are having difficulty working with your student, we suggest first that you talk with him/her about the problem. Reviewing and clarifying expectations and roles may resolve the problem, or at least point out its origins (disagreement about student responsibilities, etc.). Please be candid with the student about your concern. If the problem continues or if you feel that the student's presence is disruptive to your practice, **please do not hesitate to call the Department Coordinator at any time.**