



**WALTER REED NATIONAL MILITARY MEDICAL CENTER**  
**Department of Pathology and Laboratory Medicine**  
Bld9, Arrowhead, Room 800  
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## **NATIONAL CAPITAL CONSORTIUM (NCC) PATHOLOGY ROTATION**

### **I. INTRODUCTION**

#### **WELCOME TO WRNMMC-B PATHOLOGY!**

These documents will help to make your transition to the rotation easier. As a military installation, we have specific security requirements that you will have to meet prior to your arrival if you do not possess a military identification card. Requests for a rotation and preparation for the rotation are obtained through our local Graduate Medical Education (GME) Office. Please notify the Pathology Program Director (below) once you have made arrangements to rotate through the department so that we know when to expect you.

Your point of contact for rotation requests is:

Shirley J. Gallmon  
Medical Student Coordinator  
WRNMMC/Graduate Medical Education  
8901 Wisconsin Avenue  
Bethesda, MD 20889-5600  
COM: (301) 295-4397  
Email: Shirley.J.Gallmon.ctr@health.mil

### **A. PRIOR TO YOUR ROTATION**

1. Contact Ms. Gallmon to confirm your rotation dates. She will have security paperwork that you will have to complete prior to your rotation to allow you access to the post.
2. Complete your security paperwork and return it to the clerkship coordinator.
3. PARKING is not available for visitors. I suggest that you take the Metro Red Line to the Medical Center stop and exit. The hospital is directly across the street from the Metro station. If you require a car, it is best to use another Metro station Park and Ride.
4. For visiting residents from other programs, you may have coursework that you can complete prior to your rotation, depending upon the rotation you select. Check with the Program or Associate Program Director for details.
5. LODGING: There is no on-post billeting available. You may contact the clerkship coordinator for suggestions for local lodging. Bethesda, MD is a

charming area with lots of shopping, interesting little specialty stores, great restaurants, and theaters. Transportation is available to the hospital via Metro Red Line or bus from several hotels in the city. An alternative to Bethesda is Silver Spring, MD. It has several hotels within walking distance of its Metro. The Silver Spring Metro is several stops further from the hospital than Bethesda but it is also on the Red Line and has several charming shops and food places, a gym, Whole Foods, and a yoga studio. The cost of hotels in this area is slightly less than Bethesda. The total travel time one-way will be about 25-30 minutes from Silver Spring and around 10 minutes from Bethesda.

6. **FLIGHTS:** Ronald Reagan National Airport is the most convenient and closest airport to the hospital. You can take the Metro directly from the airport to Bethesda or Silver Spring with one change (from the Yellow Line to the Red Line)- this is very easy to do and the least expensive way to travel, provided you can roll your luggage. Be forewarned- sometimes the Metro escalators are not working and you may have to tote your luggage up or down steps. Most of the Silver Spring and Bethesda hotels are within walking distance of the Metro or a very short cab ride.

## B. Dress Code

1. The hospital commander has established a dress code that conveys professionalism and that applies to both military and civilians.
2. For civilians, appropriate dress is “business casual”. Ties and jackets are not necessary, but jeans and open-toed shoes such as sandals or flip-flops are not permitted. Tightly-fitted clothing or gym clothing is also not appropriate during duty hours. Consider that you will be working in a laboratory where open toed shoes and loose clothing may also pose a risk to your safety.
3. For military, the duty uniform is class B for Army and class B for Navy on Fridays. The Army Combat Uniform (ACU) and the **Navy Duty Uniform** are authorized for wear on Monday- Thursday and special situations where the duty uniform could be soiled.
4. All rotating students will be provided access to scrubs and a white laboratory coat. Laboratory coats cannot be worn into the food court or mess hall but you may wear them at any of the snack or coffee stands such as “the Wedge”.

## II. UPON ARRIVAL

### A. Reporting:

1. Rotations are typically for one month or two weeks. Your first duty day is the first (non-holiday or weekend) day of the month, or the third (non-holiday) Monday of the month. If Monday is a holiday, then Tue is the report date.
2. Report initially to the GME office at:  
Building 1 “The Tower”  
19<sup>th</sup> Floor (take elevators beyond Main Street, at the big medallion)  
Follow signs to the GME office

- The Tower building is easily identifiable from “Main Street” (where all the shops are located) because it has a large round Naval medallion visible on the wall from the cross-roads of Main Street.
  - You will be issued a user name and password for access to ESSENTRIS, AHLTA, and CHCS/ CoPath (the Laboratory Information System)
  - You will be provided with a badge and other useful information, such as maps
  - You will probably be required to make several other stops to in-process into the hospital, but please report to Pathology BEFORE you complete these other steps
3. NEXT, report to the Pathology Department in:  
Building 9, Arrowhead  
Ground Floor
- If you follow the signs in the hospital to the Arrowhead building, find the “Wedge” coffee shop first floor. There are elevators located adjacent to the Wedge and will take you to the ground floor.
  - From the elevators, turn left, then immediately right into the main hallway and follow the signs to Anatomic Pathology on the left side.
  - Enter the double doors just past the specimen drop-off zone. You may check in at the administration window, or if there is no one available, enter the door to the Pathologists’ offices on the left. The PD and APD’s offices are clearly labeled.

#### B. Becoming Part of the Team

1. Once you have completed in-processing, you will be assigned a desk or study area (depending on the number of visitors) and a mentor. Usually, a senior resident will oversee your work and act as your advisor and instructor.
2. You will be provided a general orientation to the department. We have a common bulletin board that contains all of our schedules, including work schedules, call schedules, tumor boards, and lecture schedules.
3. As part of our team, you will attend all of the conferences and activities that comprise our regular duty day, except for required military training activities. As a general rule, we try to incorporate medical students into the workflow, serving as a junior resident. Visiting pathology residents will serve as residents in our program, with the same responsibilities.

#### C. Residency application interviews:

1. Military pathology residency applicants are not required to interview in their Class A uniform. Class B will be fine.

2. Military folks, DO plan on setting up an interview with the Program Director or Associate Program Director when you first arrive- it is easy to forget to interview during the rotation, and you should plan to interview at every pathology program through which you rotate to improve your chances of selection.
3. If you do not interview and the competition for military residencies is stiff, you may have significantly decreased your overall chance of a military residency. It is your responsibility to arrange this interview.

#### D. Pathology Conferences

1. There is a pathology lecture every morning from 0800 to 0900 in the Anatomic Pathology conference room.
2. There is an “interesting case” conference from 1600-1630 every M, W, Th and Friday in the AP conference room. Feel free to bring and present your interesting cases from sign out.
3. Although you are not scheduled for tumor board presentations, you should take advantage of these experiences during your rotation and attend a few of them as time permits. GYN oncology, colposcopy conference, GU tumor board, and general surgery tumor board are a few examples of excellent learning opportunities.
4. ***All visiting students (residents or medical students) are expected to provide a 15 minute presentation on a topic of your choice relating to the rotation. Please be prepared to present by the end of your rotation.***

#### E. Rotation-Specific Information

1. Report to the Medical Director of the specific service for rotation-specific information. If the Medical Director is not available, the PD or APD will help get you started.
2. Collaborate with your resident colleagues who are also on your rotation- they can provide you with direction and information. Most rotations will have more than one resident on the service on any given month.

### III. OUTPROCESSING

#### A. Evaluations

1. We ask departing students to complete a rotation evaluation so that we can continue to improve their educational experience. This may be an electronic or paper form. Please be honest; your responses will not affect your evaluation. We sincerely want to make continued improvements to the rotation and your feedback is the best way for us to determine where we need to focus our efforts.
2. If your school or institution requires completion of a specific rotation evaluation form on your performance, please provide it to the PD or APD prior to your departure, along with instructions on where to send the final evaluation. Ideally,

you will be informed of your performance prior to your departure by the PD, APD or Medical Director, so you should have no surprises.

3. We also welcome ongoing evaluations on the faculty who taught you during the rotation, including pathology residents. If you desire to complete one or more of these evaluations, they can remain anonymous. Turn in the evaluation to the PD or APD (if the PD or APD was your instructor, turn it into the other).

#### B. Final Reminders

1. Please turn in your scrubs and laboratory coat to the laundry.
2. Return any borrowed books or other study materials such as glass slides.
3. If you were given a formal out-processing worksheet from the GME office, take the last day of your rotation to complete your formal out-processing.

WE HOPE THAT YOU ENJOYED THE ROTATION, HAVE LEARNED SOMETHING NEW, AND HAVE FELT THAT YOU WERE AN INTEGRAL PART OF OUR TEAM! GOOD LUCK IN YOUR MEDICAL CAREER.