

**University of Florida College of Medicine-Jacksonville
Department of Pediatrics**

Division of Community Pediatrics and Societal Pediatrics

Community and Societal Pediatrics Rotation

Rules and Expectations

1. **Review your community rotation schedule *carefully*.** Be sure to ensure there are no errors made in your contact information and mandatory educational experiences.
2. **Follow and adhere to your community rotation schedule. You must participate in all scheduled community rotation educational experiences.** If an educational experience does not materialize as was scheduled, contact and inform the community rotation coordinator or your Attending ASAP. Your schedules evolve through the month and are date-stamped to avoid confusion.
3. **Schedule Change** – If your call schedule changes or there is a mandatory class or activity that is scheduled after your community rotation schedule has been completed that will conflict with a community rotation activity, ***it is your responsibility to inform the Community Rotation Attending, Rotation Coordinator and the Community Rotation Site Preceptor as soon as possible.*** The Program Coordinator will also make you aware of any changes made to your community rotation schedule.
4. **Respond to all telephone, pager or e-mail messages** from the Community Rotation Attending or Rotation Coordinator as soon as possible.
5. **Call your community rotation preceptor** or community-based organization at least ***24 hours in advance*** to introduce yourself and remind them that you are coming.
6. **Dress Appropriately** – Appropriate attire for community rotation is casual professional (i.e., slacks, shirt, skirt, dress, regular shoes). Blue jeans, halter tops, t-shirts, sandals, etc. would be considered inappropriate attire in community rotation. If you will be participating in a clinic activity, please dress accordingly.
7. **I.D. Badge** – Wear your University of Florida I.D badge at ***all times***
8. **Make sure you are able to find the location** of your community rotation experience and **arrive on time**. Give yourself plenty of time to arrive at the scheduled time. If you think you may be late, call ahead and let your community rotation preceptor know your situation and estimated time of arrival.

9. **Be Prepared - Read all of the information provided to you.** Pay particular attention to the community assessment, advocacy, site-specific information about the agencies/organizations that you will be visiting and any other content specific articles that you are given. Review the agency website if available.
10. **Do not schedule personal appointments** during your Community Rotation hours. If extenuating circumstances exist, contact the Rotation Coordinator or the Attending *before* the appointment is scheduled.
11. **Review the community rotation competencies.** Make notations of when and how the community rotation experiences allow you to meet the community rotation competencies throughout your community rotation experience. Don't wait until the last minute.
12. **Complete and submit your evaluation documents** (op-ed letter, letter to elected officials and evaluations) in a thoughtful, comprehensive and by the end of the rotation.
13. **Provide constructive feedback** about ways in which we can improve the community rotation experience.

I have read and understand the Community and Societal Pediatrics Rotation Rules and Expectations described in this document. I understand that failure to follow the rules and expectations of the Community Rotation could result in a less than satisfactory evaluation for this rotation.

Resident Signature

Date