UF Emergency Department Scribe Program

http://emergency.med.ufl.edu/opportunities/scribes/
What Does a Scribe Do?

- Scribes accompany ED providers on all patient encounters
  - When the provider goes to see a patient, so does the scribe
- Listen to the patient interview and observe the physical exam
  - Records the patient history based on the interview and takes dictation on the pertinent exam findings
- Document medical decision-making and procedures performed
  - Provide a clear picture of what happened during the patient’s visit
- Assist the physician with any administrative needs they have
  - Look up info on the patient’s medical history, obtain records from outside facilities, get supplies for procedures, etc.
What Scribes DON’T Do

- You DON’T interview patients
  - Scribes are silent participants in the physician encounter (seen but not heard)
- You DON’T touch patients or provide medical care
  - The purpose of the scribe is to document medical care provided;
- You DON’T make decisions regarding patient care
  - You may be asked to relay information, but you will never make a decision related to medical care
Scribe Program Overview

- Who are the scribes?
  - Undergraduate and recent post-graduate pre-med students
- Why do scribes do what they do?
  - To improve the patient experience in the ED allowing physicians to focus on treatment rather than documentation
A Scribe’s Role

- Scribes are an integral part of the team, but…
  - You will likely have the least training of anyone
  - You must be quieter, always remain professional, and take up less space than anyone else in the ED
  - You will be recognized for excellence, but being a scribe comes with internal satisfaction from exceptional patient care.
• POP QUIZ

• Do you know what the following physical exam findings mean?
  ➢ RRR w/o MRG
  ➢ Tachypneic, CTAB
  ➢ S/NT/ND
  ➢ 2+ DTR’s

• Scribes will need around 120 hours of training before they are ready to be independent and work on their own
Who’s in?
Training Overview

• Extensive training on five different topics:
  ➢ Medical Terminology
  ➢ How to record an HPI and ROS format
  ➢ The standard physical exam and common exam findings
  ➢ Common ED patient complaints
  ➢ The role of the scribe in the ED

• Scribes are trained in three ways:
  ➢ Home study of training materials
  ➢ Classroom training with weekly tests/quizzes
  ➢ Training in the ED with experienced scribe “trainers”
Your Commitment

- You must be willing to work a minimum of 20 hours (2 shifts) a week during the school year.
- You must be willing to commit for all 18 months PAST the date you are released from training (approx 2 yrs from hire date)
- You must prioritize the scribe program above all other extra-curriculars
- You must stay and work for the first summer after you are hired
What’s in it for you?

- Unmatched clinical exposure
  - Variety of patients:
    - From traumas to toothaches, executives to the underserved
- Variety of providers
  - You will work with senior residents, faculty, and mid-level providers
- Paid employment
- The opportunity to receive a letter of recommendation for medical school from the scribes director
Shifts and Scheduling

- We will work with your class schedule!
- The ED is open 24/7 so you will not be guaranteed a set schedule every week (flexibility is key)
- You must be able to work at least 2 full shifts/week (20 hours)
- Once you are assigned a shift, you are responsible for reporting to work or finding a cover; NO EXCEPTIONS
Are you taking a gap year before applying to medical school and looking for a full-time job?

We will hire full-time employees to work a full year of 40 hour work weeks.
Next Steps

- You may view an application on the ED website http://emergency.med.ufl.edu/
- Carefully consider whether you can commit to this program
- You will be notified if you have been chosen for an interview within a few weeks of the application deadline
Questions

- Questions