DHMC Memory Clinic Staff Assistant:

The DHMC Memory Clinic is looking to hire a gap-year student to work for one year (longer, if desired) in the Memory Clinic, beginning after graduation, 2014.

The person who serves as the Memory Clinic Assistant position becomes an important member of the clinical team that evaluates patients referred to the clinic who have concerns about their memory, or overt memory disorders. The student interviews the family members of patients who come in for an evaluation, while one of the residents interviews the patient. After about 45 minutes, the resident and clinic assistant would come together with the attending (neurologist, psychiatrist, or geriatric internist) to present their findings, discuss the case, and then go back as a group to visit with the patient and family to present and discuss the diagnosis and plans for further evaluation or treatment.

In addition, the Memory Clinic Assistant will continue to gather data in the family interview for our ongoing study of patient-family discordance (the differences in how the patient and family view the illness) and it's relationship to caregiver stress.

After the evaluation, the Memory Clinic Assistant would write up his or her evaluation (there is a template) and send that to the physician, who would make their note a permanent part of the electronic medical record. Additional components of the job are outlined in the attached job description. Beginning in July, the clinic (which now is in the department of Psychiatry) is being merged with the Department of Neurology and possibly Geriatric Internal Medicine, to create a truly multidisciplinary clinic. This is an exciting development, and the Memory Clinic Assistant will play an important role in bringing the disciplines together.

The job duties are summarized in the attachment.
There are few jobs available to newly graduated students planning to go to med school that are so deeply involved in clinical work, whatever the specialty, and where the input of the new graduate is so vital to the clinical team. The opportunity to work with families, and to play a critical role as a member of the multidisciplinary healthcare team will be an invaluable experience for the future doctor, no matter what specialty area he or she chooses. Depending on the timing of your application, there is also the opportunity to receive a letter of recommendation for medical school that can discuss your abilities in the clinical setting in a very meaningful way.

Salary is in the $15-17 per hour range. There are no benefits.

Please be in touch with Dr. Santulli at rbs@hitchcock.org if you are interested in this position, or would like to meet to discuss it further.

Robert B. Santulli, M.D.
Associate Professor of Psychiatry
Geisel School of Medicine at Dartmouth
Hanover, New Hampshire 03755
Director of Geriatric Psychiatry
Dartmouth-Hitchcock Medical Center
One Medical Center Drive
Lebanon, NH 03756
Phone: (603) 650-7547
Fax: (603) 650-5842
email: rbs@hitchcock.org
http://memorymemos.blogspot.com/
THE MEMORY CLINIC STAFF ASSISTANT:

Tasks will include, but will not be limited to the following:

1. Serve as liaison for the Memory Clinic with the Departments of Psychiatry and Neurology;

2. Review referrals and mail out appropriate questionnaires to the patients or families prior to scheduling an appointment;

3. Coordinate scheduling of patients with clinicians and scheduling office;

4. Call all scheduled patients/families prior to the clinic appointment to remind them of the appointment, to describe what will be happening on the day of the appointment and to answer any questions or deal with any concerns that may come up on the phone;

5. Learn how to administer the Montreal Cognitive Assessment, and perform on all patients at the time of the clinic visit;

6. Learn how to administer a longer battery of cognitive testing, and perform on most patients at the time of the clinic visit;

7. Present results of family interview to attending and residents prior to patient being seen by attending;

8. Discuss with and refer patients/families to appropriate community and other services (e.g., Alzheimer’s Association; support groups; memory café; etc);

9. Respond to phone calls or emails from patients previously seen in the clinic, to answer questions, and serve as a liaison to the appropriate physician for clinical problems, prescription renewals, etc;

10. Coordinate all aspects of the current discordance study, and administer family component of study at the time of the assessment;

11. Coordinate referrals for other research studies;

12. Participate in weekly rounds in which all patients seen in memory clinic are discussed.