**Guide to Getting USIG Resources**

**Finding a Faculty Advisor**

Hopefully, this is an easy one. If your medical school is associated with an emergency department, you should have some ultrasound savvy faculty members. If your medical school’s emergency department has an ultrasound fellowship or faculty that completed an ultrasound fellowship, you are totally set! These are your best bets for a USIG Faculty Advisor, especially the fellowship trained faculty. Explain that you are interested in bedside ultrasound and that you are forming an Ultrasound Interest Group. Explain that there are Ultrasound Interest Groups at other medical schools and you are basing your group off of those groups. Explain that other Ultrasound Interest Groups have made a real difference in their institution by promoting ultrasound among medical students, providing students access to ultrasound education they wouldn’t have otherwise, and have even accomplish ultrasound integration into the curriculum through student-driven initiatives. Reassure them they the USIG is completely student run and will require a minimal time commitment. You will mostly be using them to consult on ultrasound project ideas and help you figure out the ultrasound resources available to you at your particular institution. If they want to be more involved than that, great. Take all the help you can get.

If you do not have ultrasound faculty based out of your Emergency Department, don’t worry. AIUM (American Institute for Ultrasound in Medicine) has a list of ultrasound trained physicians who are will to help mentor students in ultrasound. Find one of them to be your co-advisor along with a supportive faculty member from your school.

**Ultrasound machines**

**One Time Large Events**

Ultrasound company reps are always looking for way to feature their products, so ultrasound companies frequently loan out machines. Ask your ultrasound faculty advisor about this (since the ultrasound reps probably won’t give you the time of day without an introduction from a faculty member). If your faculty advisor is an ultrasound faculty member (like in the ED), they’ve probably done this before and can help guide you through your first ultrasound loaners experience. Essentially, the company will send machines with a rep who will help demonstrate how to use their ultrasound system. Or alternatively, they will mail the machines directly to your hospital in large trunks without an accompanying rep. This is a great option for your first ultrasound teaching event, especially if you don’t have access to dedicated teaching machines!

**For More Frequent USIG Activities**

If you don’t have teaching dedicated machines, you’re going to have to borrow ultrasound machines. This is not as hard as it sounds. The first place to look for machines is your hospital’s simulation lab. Any decent sim lab will have at least one ultrasound. Explain that you would like to use their machine(s) for teaching purposes and will return it as soon as you are done with it. Get your faculty advisor involved in necessary to vouch for the group.
If you still don’t have enough ultrasound machines to teach a large group of USIG students after working with the sim lab, no worries. You’re next step is borrowing individual department’s ultrasounds. First you need to identify where the ultrasounds are in your hospital. Start by looking in the:

- ICUs (cardiothoracic, cardiac, medical, surgical, neuro, etc.)
- Emergency department (be careful with these, since they are the most urgently needed. Always make sure you are using the machine close to the ED and leave at least 1 machine in the department at all times.)
- Internal medicine floors
- Anesthesia Department
- Dialysis units

Once you find the machines, ask to borrow the ultrasound machines from the individual departments. Be very strategic about how you explain your request. Explain that you’re a part of an ultrasound education group for medical students and would like to borrow their ultrasound machines for educational purposes once or twice a month. Explain that these educational sessions are for a couple hours and will be in the late afternoon when the ultrasounds are less likely to be needed for patient care. Tell them that patient care is your priority, so you will make sure the ultrasound is returned in less than 5 minutes if needed for patient care. Explain that you have a plan in place to make sure this happens and that this plan includes signs posted in the ultrasound’s storage spot with contact information, date/time borrowed, where the machine is location, and instructions to call if the machine is needed for patient care. A template for this sign is included at the end of this guide. Bring a sign with you, so they can see it. Be polite and enthusiastic. Make it hard for them to say no to a student that’s excited to learn and really courteous about requesting to borrow their machine (which you only want to use when no one’s using them anyways).

Once you figure out where the ultrasounds are and get permission to use them, make a list of where the machines are and who gave the USIG to use them, so future USIG leaders know this info.

**USIG Open Ultrasound Lab**

Regular access to machines for practicing the skills students learn in the USIG workshops is important to solidifying their knowledge. Luckily, securing access to machines for USIG’s Open Ultrasound Lab Hours is easy. Simply ask your sim lab manager if the USIG students can have some protected time with the sim lab ultrasound. It doesn’t have to be a huge time commitment. Once a week for a couple hours is plenty. Be sure to set the USIG Ultrasound Lab Hours for the same time each week, so it’s easy for members to remember. Ask the sim lab manager when would be the most convenient for them (which will also work for the students’ schedule) and take that time. Reassure them that the student who will be using their very expensive ultrasound machines understand how expensive they are and will be extremely careful with them. Don’t forget to be very nice and appreciative when making this request. Even though your should be able to book the sim lab for learning activities, especially as a student group dedicated to teaching, be as polite as possible when making this request. You will deal with the sim lab manager on a frequent basis, so make a friend here.

While I have a hard time imagining a sim lab without an ultrasound, if you don’t have an ultrasound in your sim lab work something out with one of the departments you are borrowing ultrasound machines from. Possibly to use their ultrasound(s) once a week in their department in an open conference. Get creative.
Funding

Funding can help with expenses you might run into… like tofu for ultrasound models (you will understand this later), snacks during workshops & meetings, or even iPads for your student mentors to teach with during workshops. You’ll be surprise how much funding you can find as a student organization, if you look in the right places. USIGs have found $1000s of dollars through campus grants, student organization funds, etc. Below are some of the ways other chapters have funded their USIGs:

- **Dues** – $10-15 per member will go a long way, so consider collecting dues for “full membership”. Full membership would include participation in all USIG activities, such as ultrasound shadowing, ultrasound practice lab, ultrasound distinction, etc. However all USIG teaching activities (workshops, meetings, etc.) should be open to everyone! Providing ultrasound education to all medical students is the primary purpose of a USIG.

- **Medical Student Government** – medical student government typically gives medical student organizations money. This can be hundreds of dollars, so ask your student government representatives about funding opportunities.

- **Main Campus Student Government** – Campus government typically has funding available for student organizations, so use this resource too! This is generally larger than Medical Student Government funding. They’re funding grants can range from $100s to $1000s, so look up what funding your main campus Student Government offers.

- **Other Grants** – Keep an eye out for these! They can provide your USIG with serious funding. The University of Kentucky USIG received $1000 from an alumni associate grant that sponsors medical student innovations, so these do exist. Look for them and read your emails.

Finding Ultrasound Faculty

Because you’re USIG is a student organization you can easily ask faculty to come speak with or teach your group. This is what faculty do! Starting looking for ultrasound competent faculty in Emergency Medicine, Critical Care, and Anesthesia. These are your high yield departments for finding ultrasound savvy faculty members (until other specialties get more faculty trained). Since ultrasound training is variable between specialties and residency programs, your ultrasound faculty will probably have different strengths. Ask faculty what they commonly use ultrasound for and what they feel most comfortable teaching, so they can teach to their strengths. Once you’ve found ultrasound faculty, make a list of all the ultrasound competent faculty at your institution. Pass this list on to new USIG leadership every year, so they can easily identify the ultrasound faculty at your institution.
This ultrasound machine is currently being used for educational purposes. It was check out by __________________________ (Name) at _____________(Time/Date). It can be found in _________________(Location). Please call or text _________________(Phone #) and it will be returned within 5 minutes.

This ultrasound machine is currently being used for educational purposes. It was check out by __________________________ (Name) at _____________(Time/Date). It can be found in _________________(Location). Please call or text _________________(Phone #) and it will be returned within 5 minutes.

This ultrasound machine is currently being used for educational purposes. It was check out by __________________________ (Name) at _____________(Time/Date). It can be found in _________________(Location). Please call or text _________________(Phone #) and it will be returned within 5 minutes.