



# Welcome

## Elective / AI Orientation

- Pick up reporting info. if needed
- TT Basement - white coat and/or scrubs
- JJ North Basement (JJNb) - ID Badge / Parking
- Report to Rotation after orientation
  - See spreadsheet for location/contact person.
  - Note:** If you have received communication directly from the department, follow those instructions instead.

# Orientation Review

- Campus Map
- Pager Instructions – How to Page
  - Exposure to Blood Protocol
    - Absence Request form
- Rotation / Location Information
- Things to do Before you Leave

# **ID Badges**

- **Wear ID Badge above waist**
- **Do not leave badge/personal belongings in white coat (outside OR, etc.)**
- **Badge provides swipe access**
  - **Specific access comes from dept.**
  - **Lost badge - \$30 replacement fee**
- **Return badge at the end of your rotation(s)**
  - **Gray drop box on TT7 or JJNb – ID Badge Office**
- **Learning modules must be completed to obtain badge first day**
- **Need identification to get a badge**
  - **INTN'L – Passport or Visa**
  - **NTN'L – USA issued State ID or DL**

# Lab Coats & Scrubs

- Everyone issued white lab coat and/or scrubs for use during rotation
  - Form needed for scrubs only
- Exchange soiled scrubs – 1 to 1 basis
  - OR uniform room: H bldg. 3<sup>rd</sup> floor - H3S or J bldg. 4<sup>th</sup> floor – J4
- Lab coats should be exchanged in TT uniform room (basement) as often as needed
- Return scrubs and white coats at end of rotation
- Scrubs may not be worn to and from work

# Dress Code

- Professional appearance
  - May differ depending on department but typically while in Clinic, no scrubs – must have button up shirt, tie, no tennis shoes, etc.
- ID badge
- White coat
- Scrubs
- Refer to Personal Appearance Policy

# Parking

- Medical Students park free of charge
- Evenings (6-10pm), Weekends and Holiday
  - Swipe Access – provides access to all on-campus employee garages and surface lots
- Vehicle assistance – tire inflation/change, jump start – call 444-2255 or CCF Security 444-2250
- After hours escort service available – CCF Security
- Parking Office - requires registration or picture of license plate!

# On-Call Meals

- On call meals provided when you are **required** to stay overnight or on late night call at Main Campus
  - Overnight call - dinner and breakfast for overnight; NO lunches
  - Late night call - dinner for late night call; NO lunches
- Send documented call schedule from department representative to have on-call meals added to ID badge
- Tell cashier you are a medical student using your badge swipe for “on-call meal allotment”

# Absence Policy / Illness

- **Limited to 3 days per 4 week block**
  - **Submit request ASAP with your dept. to avoid scheduling issues**
- **Complete Absence Form for Visiting Medical Students**
- **Must be approved by supervising attending**
  - **Return signed form to Elective Program Office**
- **In the event of illness or circumstances that require you to be late or miss your clinical responsibilities, contact your Attending / Resident / Preceptor for the day**
  - **If illness is prolonged (3 days or more) a doctor's note will be required when you return**



# TT Building

- **Student Lounge: TT4-415**
  - Open 24 hours
    - Computers / Printer / Microwave / Vending
- **TT4 “GYM” – Access not permitted**
- **Walker Gym – E. 105<sup>th</sup> and Euclid Ave.**
  - Phone: 216-444-8765
  - \$45 month
- **TT Dorms – No guests!**

# Got Mail?

- No mail in TT bldg.
  - Important things only - send to:  
**Cleveland Clinic Elective Program**  
**Your name (C/O: Andrea Beyer)**  
**9500 Euclid Avenue**  
**Health Education Campus**  
**EC10 Room 191B8**  
**Cleveland, OH 44195**

# **Cleveland Clinic Alumni Library**

- **Currently moving from NA3 to JJN3**
- **All students permitted use of library while on rotations**
  - **Must have active ID badge**
- **Computers and printers available for use**

# EPIC

- Cleveland Clinic Intranet Page  
<http://portals.ccf.org/today> – left side - MyPractice
- EPIC Login instructions:
  - Network Login required for epic access
- Sign out when leaving terminal
- Don't share passwords
- Forgot password after reset?
  - Call help desk to reset (216) 444-HELP  
(internal phone dial last five digits x4-4357)

http://portals.ccf.org/today/Home/TabId/9343/Default.aspx

Today | Home | News, ... | Students - MedHub | Cleveland Clinic - MedHub

Go to: ClevelandClinic.org

Search Intranet GO

Cleveland Clinic today

HOME CLINICAL TOOLS RESEARCH EDUCATION INSTITUTES & DEPARTMENTS HOSPITALS POLICIES MY SERVICES

**Paging**

Search Directory GO

Pager#

Text

Send Page My Paging

**MyWork@Cleveland Clinic**

**MyPractice**

MyPractice-Epic Systems

All Login Accounts

Infor Lawson

On-Call Directory

Outlook Web Access

Post-Acute Applications

Revenue Systems

Sign-out System

**Patient Safety Indicators**

215

72

Find out how we did in first half of 2015

2011 2012 2013 2014 2015

**Alerts**

Update: Intermittent Main Campus Telephone System Issue

Voicemail Unavailable Tues Aug 25- Aug 26 9pm-1:30am

- Hotlines & Emergency Numbers
- MSDS/SDS
- Ebola Resources
- Emergency Management

**Caregivers**

- The Power of Every One
- Inventing the Future of Healthcare

**Quick Pulse**

Which of the following programs is offered to students by our Civic Education office:

- ☐ Connected Learning
- ☐ Brain-Based Learning
- ☐ Culturally Responsive Learning

**News Flash**

- Master of Education Program welcomes nine caregivers - 8/25/2015
- Joint Commission to conduct pilot survey on main campus Aug. 25 - 8/24/2015
- More discounts to Indians games, Cedar Point available - 8/24/2015
- Royal Bank of Canada endorses Cleveland Clinic - 8/21/2015
- We recapped Connection for you — enjoy! - 8/20/2015
- We remember the Honorable Louis Stokes - 8/19/2015

All News Flash stories...

**Things to Do**

http://portals.ccf.org/today/Home/EDNMasters/ArticleViewer/TabId/9371/ArtMid/35805/ArticleID/...

8:35 AM 8/25/2015

# **Health Insurance Portability & Accountability Act – Confidentiality Agreement**

- **HIPAA – US Law to provide privacy standards to protect medical records**
- **Do not talk about patients in public areas, elevators, etc. or to others not involved in that patient's care**
- **Don't store any information on flash drives, don't take patient info. away from the office**
- **No snooping! Do not look up records you have no business in**
  - **Fined up to 1.5 million \$**

# Network Access

- All students require network access to gain access to computers, epic, etc.
- Forgot password? Call help desk to reset (216) 444-HELP (internal phone dial last five digits x4-4357)
- Network Login: combination of last name and first – will be emailed
- Network Password: cchs#####  
(##### being entire non-employee ID number)
- Remote access is not provided for electives

# Exposure to Blood Protocol

- Significant exposure to patients' **BLOOD** or **BODILY FLUIDS**?
  - Call Exposure Hotline IMMEDIATELY  
@ 216-445-0742
- *See protocol ...*



# **Mistreatment / Neglect Concerns**

- **Experiencing any mistreatment or having concerns?**
- **Harassment, mistreatment and neglect is taken very seriously.**
- **Neglect – openly ignored, excluded from important decisions, or made to feel “invisible”**
  - **Different from overt mistreatment but can still interfere with learning process**

# **Mistreatment / Neglect Concerns - Contacts**

- **If you feel uncomfortable addressing directly with colleague involved, you are encouraged to discuss concerns as soon as possible through one option below:**
  - **Course director of elective**
  - **Andrea Beyer, Elective Program Manager**
  - **Dr. Craig Nielsen, Associate Clinical Dean (NIELSEC@ccf.org)**

# Evaluations

- **Visiting Students**
  - Student responsible for obtaining an evaluation by the department prior to leaving
  - Provide copy to Elective Program Office
- **CASE Students**
  - Enter the rotation in CAS
  - Log patients and request assessments per the guidelines in CAS under resources
  - Reminder: Grade produced by EOR Assessment
    - w/o CAS log – you will not receive credit
    - This is your proof of completing rotation!
- **Ohio Univ. Students**
  - Paper copy of eval to staff or electronic process

# Checking Out

- **School Evaluation**
- **Return white coat and scrubs**
- **Housing**
  - **Check-out 10am Saturday**
  - **Return key to box on TT7**
- **Return ID badge to JJNb (ID badge office) or place in gray drop box on TT7**

# **No Switching of Elective Rotation(s)**

- **Remember, you can not switch a rotation once you are here.**
- **If scheduled for a 2<sup>nd</sup> rotation, at the most we can cancel the rotation.**

# Office Hours

**Please call to confirm availability and I'm in the office. Work remote (off-site) most days.**

- **Office located in the Samson Pavilion  
(EC building on campus map)  
Room 191B8**
- **Office Phone: 216-444-9977**



# Questions?

Andrea Beyer: [beyera@ccf.org](mailto:beyera@ccf.org)  
Elective Program Office, Health Education Campus of  
the Samson Pavilion, EC building Room 191B8  
216-444-9977



**Cleveland Clinic**

**Every life deserves world class care.**