Cleveland Clinic

Elective / Acting Internship Information

- Reporting information on where to report on the first day will come one week prior to start date.
  - **Note**: If you have received communication from the department, follow their instructions instead. Most departments do not reach out ahead of time.
- JJ North Basement (JJNb) - ID Badge / Parking Office
- TT Basement - white coats issued here
- Report to Rotation after picking up badge

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)
  - JJNb – ID Badge Office (drop box available near elevators of JJNb for after hours)
- 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 is issued a white lab coat for use during rotation via Uniform Room (in the TT building basement)
  - Lab coats should be exchanged in TT uniform room as often as needed
- Scrubs are issued via scrub machines (see email for locations of dispenser)
  - Must send photo of back of badge to Elective Program to be added for access
- Must return scrubs to the dispenser and white coat to TT Uniform room at end of rotation
- Scrubs may <u>not</u> be worn to and from work (they must remain in hospital where you retrieved them)

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

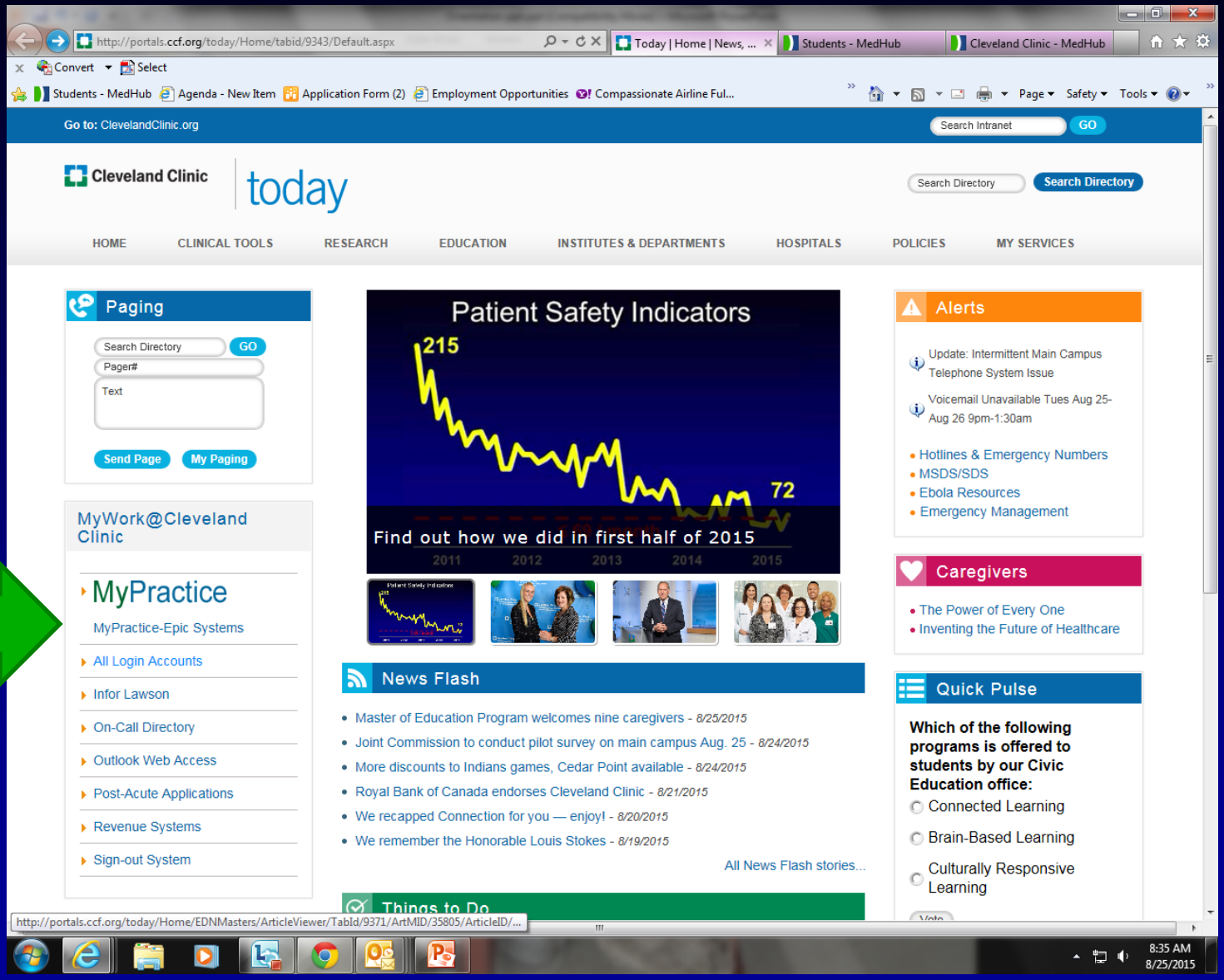
- Limited to TWO days per 4-week block
  - Submit request ASAP with your dept. to avoid scheduling issues
- Complete Absence Form for Visiting Medical Students
- Must be approved by supervising attending
  - Return signed form to Elective Program Office
- In the event of illness or circumstances that require you to be late or miss your clinical responsibilities, contact your Attending / Resident / Preceptor for the day
  - If illness is prolonged (2 days or more) a doctor's note will be required when you return

Cleveland Clinic Alumni Library

- Located in JJ building North Side, 3rd Floor
- 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)


Today | Home | News, ...
Students - MedHub
Cleveland Clinic - MedHub
Go to: ClevelandClinic.org
Search Intranet
GO
Cleveland Clinic
today
Search Directory
Search Directory
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
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...
Quick Pulse
Which of the following programs is offered to students by our Civic Education office:
Connected Learning
Brain-Based Learning
Culturally Responsive Learning
Things to Do
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
- Do not 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 on 1st day
- Network Password: CCHS+emplD+DOB (emplD 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 Occupational Health Exposure Hotline IMMEDIATELY:216-445-8246**
- ***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 (BEYERA@ccf.org)
  - Dr. Craig Nielsen, Associate Clinical Dean (NIELSEC@ccf.org)
  - Dr. Dave Gugliotti, Site Director for Acting Internships and Electives (GUGLIOD@ccf.org)

Evaluations

- Visiting Students
  - Student responsible for obtaining an evaluation by the department prior to leaving
  - Provide copy to Elective Program Office
  - Proof of completion must come from evaluation
- 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
  - Make sure this process is complete or at least initiated with the supervising physician
- Return white coat to TT
- Return scrubs to dispenser
- Drop badge at ID badge if rotation(s) over (JJNb)

No Switching of Elective Rotation(s)

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

Office Hours

Please call to confirm availability and I'm in the office. Working remote (off-site) most days but happy to meet when in the office.

- Office Phone: 216-444-9977

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Questions?

Andrea Beyer, Elective Program Manager
216-444-9977
beyera@ccf.org



Cleveland Clinic

Every life deserves world class care.