



# 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 not 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, 3<sup>rd</sup> Floor**
- **All students permitted use of library while on rotations**
  - **Must have active ID badge**
- **Computers and printers available for use**

# EPIC

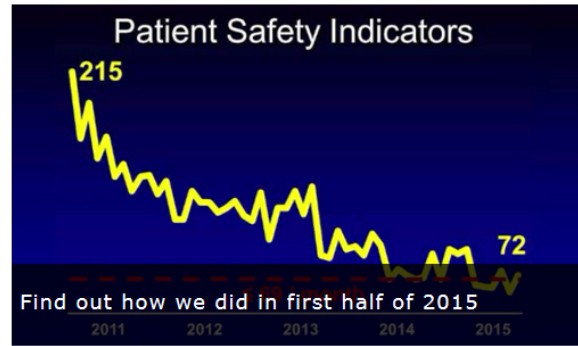
- **Cleveland Clinic Intranet Page**  
<http://portals.ccf.org/today> – left side - MyPractice
- **EPIC Login instructions:**
  - **Network Login required for epic access**
- **Sign out when leaving terminal**
- **Don't share passwords**
- **Forgot password after reset?**
  - **Call help desk to reset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

### Paging

Search Directory

Pager#

Text



### 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

### 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

### Caregivers

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

### News Flash

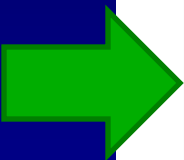
- Master of Education Program welcomes nine caregivers - 8/25/2015
- Joint Commission to conduct pilot survey on main campus Aug. 25 - 8/24/2015
- More discounts to Indians games, Cedar Point available - 8/24/2015
- Royal Bank of Canada endorses Cleveland Clinic - 8/21/2015
- We recapped Connection for 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



# **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 1<sup>st</sup> day
- Network Password: CCHS+empID+DOB (empID 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 ([BEYERA@ccf.org](mailto:BEYERA@ccf.org))
  - Dr. Craig Nielsen, Associate Clinical Dean ([NIELSEC@ccf.org](mailto:NIELSEC@ccf.org))
  - Dr. Dave Gugliotti, Site Director for Acting Internships and Electives ([GUGLIOD@ccf.org](mailto: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 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. Working remote (off-site) most days but happy to meet when in the office.**

- **Office Phone: 216-444-9977**



# Questions?

Andrea Beyer, Elective Program Manager  
216-444-9977  
[beyera@ccf.org](mailto:beyera@ccf.org)



**Cleveland Clinic**

**Every life deserves world class care.**