



Welcome

Elective / AI Orientation

- **Sign-in / Pick up reporting info.**
- **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 on white coat (outside OR)**
- **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**
 - **JJNb – ID Badge Office**
- **COMET must be completed to get a badge today**
- **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**
 - **OR uniform room: H bldg. 3rd floor - H3S or J bldg. 4th 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. 105th 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

- **Lerner Bldg. 3rd floor – NA3**
- **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:**
 - **First - Network Login required**
 - **Then EPIC Login: Entire ID badge #**
 - **EPIC Password: cchs##### (# being numeric portion of ID badge number)**
- **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

Convert Select

Students - MedHub Agenda - New Item Application Form (2) Employment Opportunities Compassionate Airline Ful...

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

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

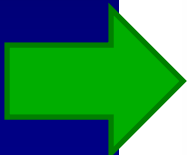
Which of the following programs is offered to students by our Civic Education office:

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

Things to Do

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!

Checking Out

- **School Evaluation**
- **Return white coat and scrubs**
- **Housing**
 - **Check-out 10am Saturday**
 - **Return key to lock box using PIN**
- **Return ID badge or place in drop box**

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 “Open” Hours

- **Welcome to stop by my office any Thursday afternoon from 1-4p.m.**
- **Need to see me at other times?**
 - **Please call me to confirm availability and I’m in the office**
- **Office located in the Samson Pavilion (EC building on campus map)
Room 191B8**
- **Office Phone: 216-444-9977**



Questions?

Andrea Beyer: 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.