

UPMC HORIZON

MEDICAL STUDENT ORIENTATION

GME office contact: Aleesa Foltz – foltzaa@upmc.edu – 724-983-7507

Patty Sherman – shermanpj@upmc.edu – 724-983-7511

THE FOLLOWING IS A RECAP OF THE ORIENTATION GIVEN TO THE MEDICAL STUDENTS ON THEIR FIRST DAY OF THEIR ROTATION AT UPMC HORIZON BY THE GRADUATE MEDICAL EDUCATION STAFF:

EXTERN HOURS: 7 a.m. – 7 p.m. Monday – Friday *surgery rotation hours differ.

CALL: To Be Arranged through Senior Residents

LECTURE REQUIREMENTS: Medical Students are required to attend all lectures including: Tuesday Block Lectures, specialty lectures, and cancer conference

General Surgery students must attend Tuesday Lectures with all students and Family Medicine Residents. You must also attend all other lectures that the GS residents attend.

All yearlong students are required to give one lecture presentation per rotation, surgery students please check with your chief resident. Date will be given to you by the family medicine chief resident.

H & Ps: Responsible of patients on scheduled service only and when on call with residents.

LIBRARY FACILITIES: Students are able to connect to UPMC's HSLs on-line (Health Science Library System, University of Pittsburgh) <https://upmchsd.l.pitt.edu/> via any computer while on rotation.

SECURITY HOSPITAL: Your UPMC badge will be activated to allow you to enter the hospital at required times of rotation. If you are unable to use your badge, please enter through the emergency department entrance. Security may be access by any hospital phone by dialing 724-301-8626.

PERSONAL INJURY/EXPOSURE: **IMMEDIATELY** report injury of exposure to nursing and complete required form, report to Occupational Medicine if needed. Please submit detailed report to GME office.

REPORTING OFF ILL: General Surgery students should report off by 5:30 a.m. to the Surgery Chief Resident, all others should report off to their attending by 7:00 a.m. All students should report off/ill to the GME office also by sending an email to foltzaa@upmc.edu.

CONDUCT AND APPEARANCE: Males – Shirt and tie with short white jacket. Females should dress appropriately with short white jacket. **You are to wear your school picture ID at all times, you will be taken off rotation if you do not have it displayed.** If you are on a rotation that requires scrubs – please wear your street clothes in and then change into scrubs for your rotation. Please change out of your scrubs before leaving for the day. Scrubs are to be worn only in the hospital; you will have scrub machine access via your UPMC badge.

SCRUB & GOWN TRAINING: OB & Surgery rotations are required to view the power points for Scrub & Gowning. Each medical student is required to have OR Safety and scrub training the morning

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of orientation prior to starting their rotation. Scrubs are to be worn only in the hospital; you will have scrub machine access via your UPMC badge.

PARKING: Yearlong students; complete your parking permit request. Follow instructions via parking policy. All other students must park at the farthest point of the parking lot.

HOUSEKEEPING: Pine Tree Village (PTV) Apartment – cleaning crew cleans every Monday, please have everything off the floors and personal items placed in secure area. Contact Patty Sherman @ shermanpj@upmc.edu regarding PTV apartment housing

INTERNET is provided at the apartment – the log in information is under the television on the modem in the living room.

POLICIES: Please review all policies at [UPMC Policies \(sharepoint.com\)](https://sharepoint.com)

Printed Name:

Signature and Date:

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