

UPMC HORIZON

MEDICAL STUDENT ORIENTATION

GME office contact: Aleesa Foltz – foltzaa@upmc.edu – 724-983-7507 or 724-301-5628

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

CALL: To Be Arranged through Senior Residents

LECTURE REQUIREMENTS: Medical Students scheduled with Shenango physicians are required to attend all lectures. Medical Students scheduled with Greenville physicians are required to attend **M & M Conf., Tumor Board, Morning Report and Block Lectures.** All students are required to give one lecture presentation per rotation, check with your preceptor. A Lecture calendar is provided at orientation.

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

LIBRARY FACILITIES: Located by Medical Records, two computers available and connected to UPMC's HSL on-line (Health Science Library System, University of Pittsburgh)

<http://online.hslls.pitt.edu>

SECURITY HOSPITAL: Main doors at Shenango locked at 8:30 p.m. and Greenville locked at 9:30 p.m. Emergency doors locked at midnight, need to ring bell to access.

PERSONAL INJURY/EXPOSURE: Report injury of exposure to nursing and complete required form, report to Occupational Medicine if needed. Please submit 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 at 724-983-7507 or 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. 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.

You are to wear school ID at all times.

DRUG & ALCOHOL POLICY: no alcoholic beverages permitted in hospital

SMOKING POLICY: UPMC Horizon is a smoke free facility. As of July 1, 2014 you will no longer be permitted to smoke or use tobacco products during your work shift.

SCRUB & GOWN TRAINING: OB & Surgery rotations are required to view the power points for Scrub & Gowning. The medical student is required to have scrub training the morning of orientation prior to starting their rotation.

PARKING: Employee parking lot, far side of the building at the end of that parking lot

COPY MACHINE: one in the GME office, one in the mail room

BANKING: ATM machine in lobbies of both Shenango and Greenville hospitals

HOUSEKEEPING: Pine Tree Village Apartment – cleaning crew cleans every Monday, please have everything off the floors and personal items placed in secure area. Greenville – room will be cleaned daily.

PRINT NAME: _____ SIGNATURE: _____