

*Welcome to the Binghamton Campus*



*Student Affairs Handbook*  
*Class of 2010*

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**ADMINISTRATIVE  
and  
PROFESSIONAL STAFF**

<b>NAME</b>	<b>PHONE</b>
Rajesh Davé, MD Dean of the Binghamton Campus	763-6690
W. Barry Biddle, PhD Associate Dean, Academic Affairs	772-3521
Lenore Boris, JD, MS Associate Dean, Administration	772-3535
Paul S. Levine, MA Director of Student Affairs	772-3532
Frank Furgal Media Services Specialist	772-3537
Terri Hayes Textbook & Pager Coordinator	772-3522
Vicki Monticello Medical Educator	771-3723
Denise Smith Standardized Patient Trainer	772-3524

## ADMINISTRATIVE SUPPORT SERVICES

### Binghamton Campus, Robinson Street

Student Affairs Office	Phone
Dianne Snell	772-3528
Janice Olender	772-3527

Academic Affairs	Phone
Penny Holt	772-3525

Academic Programs	Phone
Marcia Gasparovic Surgery, Practice of Medicine and Population-Based Medicine	771-3720

### Wilson Regional Medical Center

Academic Programs	Phone
Julie Gunster Picciano 4 Internal Medicine, OB/GYN, Pediatrics, Neuroscience and Geriatrics	763-6042

Academic Programs	Phone
Donna Dranchok Picciano 4 Primary Care & Rural Medical Programs	763-6165

**Binghamton University**

<b>Academic Programs – Science 4</b>	<b>Phone</b>
Mary Drahos Psychiatry Ambulatory Surgery (ENT/Ophthalmology) Orthopedics & Anesthesiology	777-2206

**Robert Packer Hospital, Sayre, PA**

<b>Third &amp; Fourth Year Students at Guthrie</b>	<b>Phone</b>
Denise Dolan	(570) 882-4434

## PROGRAM DIRECTORS & SITE DIRECTORS

<b>AMBULATORY SURGERY</b>	<b>EMERGENCY MEDICINE</b>	<b>FAMILY MEDICINE</b>
James D. Hayes II, MD Wilson Hospital 40 Arch Street, 4 <sup>th</sup> Floor Johnson City, NY 13790 (607) 217-5487	Michael Schreck, MD Emergency Department Wilson Hospital Johnson City, NY 13790 (607) 763-6611	Christopher Ryan, MD Family Care Center Wilson Hospital Johnson City, NY 13790 (607) 763-6165

<b>GERIATRICS</b>	<b>INTERNAL MEDICINE</b>	<b>INTERNAL MEDICINE</b>
Shawn Berkowitz, MD Family Care Center Wilson Hospital Johnson City, NY 13790 (607) 763-6075	Linda Fort, MD 21 Mitchell Avenue Binghamton, NY 13903 (607) 723-9426	Site Director (Wilson Hospital): Roy Gill, MD (Student Health Officer) 30 Harrison Street, Suite 355 Johnson City, NY 13790 (607) 763-8008

<b>INTERNAL MEDICINE</b>	<b>NEUROLOGY</b>	<b>NEUROSURGERY</b>
Site Director (Robert Packer Hospital): Michael Gehman, MD Guthrie Clinic Sayre, PA 18840 (570) 882-3158	Jeffrey Ribner, MD 4100 Old Vestal Road Suite 104 Vestal, NY 13850 (607) 584-4675	Saeed Bajwa, MD 46 Harrison Street Johnson City, NY 13790 (607) 729-4942

<b>OB/GYN</b>	<b>OPHTHALMOLOGY</b>	<b>ORTHOPEDICS</b>
Iskandar Kassis, MD Women's Health Center Wilson Hospital Johnson City, NY 13790 (607) 763-6101	Charles Rubin, MD 95 Riverside Drive Johnson City, NY 13790 (607) 798-7164	Laurence Schenk, MD 65 Pennsylvania Avenue Binghamton, NY 13903 (607) 723-5393

<b>OTOLARYNGOLOGY</b>	<b>PATHOLOGY</b>	<b>PEDIATRICS</b>
James D. Hayes II, MD Wilson Hospital 40 Arch Street, 4 <sup>th</sup> Floor Johnson City, NY 13790 (607) 217-5487	Garabed Fattal, MD Binghamton Campus 425 Robinson Street Binghamton, NY 13901 (607) 772-3516	Richard Wu, MD Lourdes Hospital 169 Riverside Drive Binghamton, NY 13905 (607) 798-5524

<b>POPULATION-BASED MEDICINE</b>	<b>PRACTICE OF MEDICINE</b>	<b>PSYCHIATRY</b>
TBA Binghamton Campus 425 Robinson St. Binghamton, NY 13901 (607) 772-3529	Dominick Prato, MD Binghamton Campus 425 Robinson Street Binghamton, NY 13901 (607) 771-3727	Leslie Major, MD Psychology Department Binghamton University P.O. Box 6000 Binghamton, NY 13902 (607) 777-2206

<b>RADIOLOGY</b>	<b>REHABILITATION MEDICINE</b>
Thomas Gudas, MD Wilson Hospital Johnson City, NY 13790 (607) 763-6104/5764	John Sharpless, MD Rehabilitation Associates Suite 108 33 Mitchell Avenue Binghamton, NY 13903 (607) 722-2275

<b>SURGERY</b>	<b>SURGERY</b>
Leonard Anderson, MD United Medical Associates - Surgery Suite 455 30 Harrison Street Johnson City, NY 13790 (607) 763-8100	Site Director (Robert Packer Hospital): Thomas VanderMeer, MD Guthrie Clinic Sayre, PA 18840 (570) 882-2382

# **RESPONSIBILITIES AND EXPECTATIONS OF STUDENTS**

## **General Guidelines:**

Professional attitude, dress, and ethics are significant factors in developing and maintaining relationships with patients, peers, instructors, and other hospital personnel.

All students must recognize the patient as an individual human being to be treated with respect and dignity, regardless of medical problems or life situation, which may have placed him/her in other than normal circumstances.

The physician responsible for the educational activity should introduce the student(s) and explain their role in the interaction with the patient.

The physician faculty should inform the patient or patient's guardian of the intended teaching experience, of the particulars to be encountered in the experience, and the fact that consent for student involvement may be withdrawn at any time, without affecting their medical care or the doctor-patient relationship.

The attending physician responsible for the care of the patient should intervene in situations occurring during the teaching experience that do not contribute to the best interests of the patient and/or the desired teaching objective.

The teaching experience should be completed with minimal disruption of the patient's time and with every consideration of his/her emotional and physical comfort.

In interviewing and examining a patient, every effort will be made to preserve the patient's privacy, dignity, and confidentiality. A patient may be taken to a conference or examination room to participate in instruction. Before and after his/her participation the patient will not be left unattended in a strange place. If a female assistant is customarily present to assist the physician during a particular examination when performed in a private office, the female assistant should be included in the teaching setting.

Students are expected to demonstrate appropriate professional behavior at all times. They should dress and act accordingly. (Students should refer to the guidelines for Student Conduct and Dress). Students will not discuss with the patient, or in front of the patient, any diagnoses or other information not already known to the patient. They will include the patient in all conversations held in his/her presence, and they will use appropriate language. Except for young children, the patient will be addressed by his last name or surname and appropriate title and not by first name alone. Under no circumstances will teachers or learners comment to or in front of the patient on the nature of any medical care being rendered for which they are not personally responsible.

All information concerning the patient is to be considered confidential by all persons involved in the teaching situation (see HIPAA requirements). They shall use extra care in dealing with the highly sensitive information and with information that the patient may not understand fully in

relation to the disease state. Discussion of cases should not be conducted in sections of the hospital open to the general public such as elevators, corridors, and eating areas, or through electronic transmissions, such as email.

Establishing liaison with the floor nurses and office nursing staff is most important. The nurse represents the hospital/physician's practice and is responsible for the nursing care of the patient in that setting. Nurses and other ancillary personnel can be of great assistance to the student.

### **Responsibilities of Writing Orders**

With the basic understanding that the affiliated hospitals are teaching hospitals, responsibilities are delegated to students by the responsible attending physician. The amount of responsibility varies with the capabilities and interest of the student. No student may treat or prescribe for patients except under the supervision or guidance of an attending physician. **MEDICAL STUDENTS MAY NOT WRITE ORDERS. IN THE EVENT A RESIDENT ASKS THEM TO WRITE ORDERS, ORDERS CANNOT BE PICKED UP UNLESS A LICENSED PHYSICIAN SIGNS THEM.** Third-year students' suggestions of plan of action and sample orders will be written on a separate sheet attached to the chart.

### **Duty Hours**

Hours of duty, including call schedule, are determined by the clerkship to which the student is assigned. The clerkship syllabus and/or call schedule should be checked to determine specific assignments.

### **Conduct and Dress**

The public, quite correctly, views the medical student as a member of the medical profession. Therefore, the students' conduct and dress must reflect the high standards of the profession. All students of the Binghamton Campus will adhere to the code of conduct of the Upstate Medical University (see your Student Handbook). The student must wear clean, neat attire, short white jackets and identification tags whenever on the floor, in the clinical area, physician offices, or in conference.

### **Medical Records**

The patient's medical record is confidential information and legally belongs to the hospital or physician's practice, being retained on file, in confidence with the patient. Medical records are not to be removed by anyone without permission of the individual responsible for the unit.

### **Emergency Situations**

Occasionally emergency situations develop, such as cardiac arrests, respiratory failure, or patients falling out of bed. These situations result in the need for immediate medical expertise. While students should respond to these calls and render aid commensurate with their training until the responsible physician or designated hospital emergency team arrive, the student must

remember he/she is present for the purpose of learning and is not expected to attend the patient involved unless directed to do so by the physician who has taken charge.

### **Legal Restrictions**

Legal restrictions preclude students from performing certain activities. Students may not: sign birth and death certificates or complete any document requiring a physician's signature, unless the document is countersigned by the responsible physician.

Physical examinations and history are an integral part of learning medicine. Student records are most significant and may become part of the permanent record if they are appropriately edited and countersigned by the attending physician. (There will be no dictating privileges for students on any clerkship).

A medical student has no license to practice medicine and is strictly in a learning capacity. Responsibilities will gradually be delegated as determined by the physician in charge of the educational program, and as student capabilities are reflected in performance. The degree of this supervision remains with the physician in charge.

## **PLAGIARISM**

Cases of plagiarism are discovered by third year course directors each year. We would much rather prevent plagiarism from occurring than deal with the painful fallout that results when we discover such cases. To that end, we offer the following standards for defining plagiarism in written work.

### **What is plagiarism?**

Plagiarism is the misrepresentation of someone else's work as your own. It may be intentional or unintentional, reflecting busyness, laziness, or dishonesty. The intent for plagiarism doesn't matter. It is your responsibility as a student to avoid it.

### **Why does plagiarism matter?**

One could simply argue that plagiarism matters because it violates the Student Code of Conduct and, if discovered, results in penalties ranging from failing the assignment to being suspended (or even dismissed) from school. On a more fundamental level, plagiarism is deceptive; deception is incompatible with the professional and ethical standards of a physician. Physicians are highly trained professionals who care for patients who are often stressed, less educated about medical matters, and vulnerable because of illness. To merit the trust placed in them by patients, physicians must demonstrate the highest level of integrity. Plagiarism is absolutely incompatible with deserving that trust.

### **Where does plagiarism occur?**

Plagiarism has occurred in patient write-ups, handouts, slides, overheads, formal papers, electronic communications, and other written work.

### What types of plagiarism are there?

- Representing the **exact words, tables, or illustrations** of another as if they were your own, without explicitly citing the original author.
- Representing the **thoughts or concepts** of another author as if they were your own, without explicitly citing the original author.

### What can I do to avoid plagiarizing?

Three things:

1. **Document.** Specifically:
  - If you use someone else's words (either a key phrase or more than three consecutive words), enclose them in quotation marks, flag the words with a reference number, and use an endnote to give the reference. *The endnote must include the exact page number, so someone who wants to find the full quote can go right to the exact page.*
  - If you paraphrase someone else's idea's, information, or data, you must still flag the information with a reference number and use an endnote to give the reference, with the exact page number.
2. When in doubt, **ask your attending/clerkship director/instructor.** Your teachers do not want you to fall into the plagiarism trap, and they will be happy to help you decide what sort of documentation is necessary.
3. If you still aren't certain, **err on the side of documenting.**

### When is the line crossed between collaborating and plagiarism?

Sometimes it is appropriate to discuss specific patient cases with fellow students. Within both the clerkships and POM III, more than one student may write up the same case. However, each student must independently write the facts of the case and the discussion/analysis, unless the instructor specifically asks for a team report. If extensive parallel phrasing of facts or duplicate lines of analysis are submitted, the papers will be reviewed for excessive collaboration and possible plagiarism.

## OTHER ISSUES OF ACADEMIC DISHONESTY

It is improper to:

- Make up a patient case when you are asked to write one from your own experience
- Present someone else's patient as your own
- Quote another's work in a way that misrepresents what the original author claimed
- Fabricate a quote, reference, or patient data.

## STUDENT SERVICES

## Computers for Student Use

IBM compatible computers are available for student use in the Student Lounge, Robinson Street, Lourdes, Robert Packer, and Wilson Hospitals in the student resource rooms. The SUNY Upstate Banner program, E-Mail access, MedLine, AMA-FREIDA as well as other resources are available from all locations via the Internet.

Students have 24-hour access to the Robinson Street location via combination locks on doors. Please check the local policies for access and use for other sites. If you have questions or need assistance, please contact the Student Affairs Office (607-772-3528).

## Computer Resources Available in Binghamton Campus Student Lounge

On CD Tower:

### *SimBioSys ABG Blood Gas Interpretation*

- Learn and review the interpretation of blood gases and acid-base status
- Gas exchange models including shunt, dead space, and ventilation-perfusion matching

### *SimBioSys ECG*

- Includes dynamic Rhythm Racer
- Learn to identify abnormalities such as hypertrophy, ischemia, injury, infarction, conduction disorders, AV block, and arrhythmias

### *Radiologic Anatomy*

Explore human anatomy using Modern Imaging Technology

## Useful Sites Available Via the Internet

### *Health Sciences Library (Syracuse)*

- See Appendix A.

### *Stat Medical Reference Library*

- Lets you cross-search more than 25 medical and drug texts including *Stedman's Medical Dictionary* and popular texts from McGraw Hill, Mosby, Lippincott, Williams & Wilkins and more

### *Harrison's Online*

- Full search capabilities of the 14<sup>th</sup> edition of *Harrison's Principles of Medicine*
- New and revised content from Harrison's editors and contributors, updated regularly
- New references to the literature, many with links to MEDLINE<sup>TM</sup> abstracts
- The latest clinical trial data, and much more

### *The Cochrane Library*

- *The Cochrane Database of Systematic Reviews*

- *Database of Abstracts of Reviews of Effectiveness*
- *The Cochrane Controlled Trials Register*
- Other sources of information on the science of reviewing research and evidence-based healthcare

On other websites:

*Scientific American*

www.sciam.com

## **Library System for the Binghamton Campus**

The library system for the Binghamton Campus is an informal consortium of University and Hospital libraries working to provide an integrated service to students and faculty of the Binghamton Campus. The system includes the SUNY Upstate Medical University Library, the library system of Binghamton University and hospital libraries of United Health Services and Robert Packer Hospital.

The Binghamton Campus library system adheres to the policies and procedures of each individual participating library. For specifics on hours, services provided, and loan periods, please consult the policies and procedures outlined for that library. Violations of the policies and procedures of any of the individual libraries or abuse of the library privileges granted as a student of the Binghamton Campus are subject to review and appropriate action by the Binghamton Campus Dean's Office. Any fines incurred by a Binghamton Campus student are an obligation of the student and unpaid fines may result in the withholding of grades.

Binghamton Campus students have access to the computerized information retrieval system for medical, biomedical, behavioral, and social science literature via the hospital libraries. The librarians will perform the searches if requested by students. It will be assumed that the students will have completed preliminary preparation prior to requesting the search. Students will be responsible for checking with the librarians to see if their search is complete. Students may use the Upstate Medical University Library resources via the Internet using your individual LEAP account number.

## **Wilson Regional Medical Center**

The hours and location of the library are as follows:

(North Tower Basement - Wilson Hospital near Redwood Room)

Monday – Friday - 8:00 a.m. – 4:30 p.m.

Telephone: (607) 763-6030

Fax: (607) 763-6079

E-Mail: [medical\\_library@uhs.org](mailto:medical_library@uhs.org)

The library contains collections of medical, nursing, allied health, and administrative books and journals. Books are classified by the NLM classification and are listed by author, title, and

subject in the card catalog. All journals are shelved in alphabetical order. The latest issues of the current journal are placed in a separate display section.

Wilson Library houses audiovisual materials and provides users listening/viewing areas. The materials are directed toward a self-instructional approach, but many can be used for both small and large group viewing. The collection consists of audiocassettes, videocassettes and slide/tape programs.

Materials are circulated as follows:

Books - Seven days, except for new books on display, which circulate overnight only.

Journals - Single issues or bound volumes from the stacks - three days, current issues on the display racks - overnight only.

Audiovisual - Seven days.

A photocopy machine is available on a self-service basis.

On-line bibliographic search services are available.

Wilson Hospital provides access to MEDLINE searching through Web based software.

### **Robert Packer Hospital**

The William C. Beck, M.D. Health Science Library & Resource Center is located on the first floor of the Patterson Education Building.

#### Library personnel are on duty:

Monday - Friday - 8:00 a.m. - 5:00 p.m.

Special hours for vacations and holidays will be posted.

Students have access to the library 24 hours a day. The students' photo I.D. cards will allow them access to the computer room in the library by running their cards through a security system next to the School of Nursing Living Room Library entrance.

The library contains collections of books, journals, and audio/visuals on medical, nursing, administrative and allied health subjects.

The journal collection is arranged alphabetically by title. The book collection is arranged using the National Library of Medicine Classification, and is accessible via the card catalog which contains an author, subject and title arrangement. Audio/visuals are arranged by accession number. A printed catalog of the library's audio/visuals collection is kept in the Audio-Visual Room. Other audio/visuals are available from the Department of Audio/Visuals in the Sumner Building. Selected current issues of the journals are to be found in the Doctor's Reading Room

or on the Nurse's Reading Shelf. All others are to be found in the periodical section of the stacks.

Materials are circulated as follows:

Journals do not circulate except by special permission.

Books - Two weeks and may be renewed for another two weeks.

New Books - Overnight. Available at the circulation desk, may be charged out at 4:00 p.m. and must be returned by 9:00 a.m.

Audio-Visuals - One week.

Three photocopying machines are available on a self-service basis from 8:00am - 5:00pm, copies are .05 per copy.

Students must provide their own paper for the printers in the computer room.

The library has CD-ROMs of MEDLINE, CINAHL, and HEALTHPLAN as well as their online counterparts: Index Medicus, Cumulative Index to Nursing and Allied Health Literature and Hospital Literature Index. All are on the front page of the library's webpage. Students have complete access.

### **Science Library Binghamton University**

On the main floor you will find the Information Services Desk, a single service point for circulation, reserves and reference services. You will also find the reference collection, current periodicals, the new books display, and bound periodicals A-F on the main floor. In addition, there are 37 PC's and 10 Mac's for public computing as well as photocopiers, microfilms and microfilm equipment.

The second floor contains bound periodicals G-Z.

The ground floor houses the book collection and the University Map collection.

The library collection consists primarily of materials in General Science, Biology, Chemistry, Geology, Nursing, Physics, Psychology, Medicine, Engineering, and Technology. Mathematics and Computer Science are housed in the Glenn G. Bartle Library.

Please call 777-2166 for hours of operation.

### **Medical Textbooks**

Most textbooks required for clinical clerkships will be loaned to you. Arrangements for purchase of other required textbooks may be made through the Upstate Bookstore website, <http://suny-health.bkstore.com/>

You may also telephone order any book through the bookstore at SUNY-Upstate Medical University (315-464-5560). Their policy is not to release books without payment, but you may charge books to your Visa, MasterCard or Upstate bookstore charge account. (Applications for the bookstore charge accounts are available at the Binghamton Campus Student Affairs Office).

If you have books shipped but do not want them left outside your apartment door, you may have them sent to the Office of Student Affairs in Binghamton and we will notify you when they arrive (address: 425 Robinson Street, Binghamton, NY 13901 or Binghamton Campus, 6th Floor, Robert Packer Hospital, Sayre, PA 18840). MAKE SURE YOUR NAME APPEARS IN THE MAILING ADDRESS.

### **Study and Reference Resources**

Barnes & Noble, Town Square Mall, Vestal Parkway East, has a medical reference section. They carry several study guides and reference books in stock. Many students find in house Starbucks café a good, informal place to do some light studying/reading too.

### **Photocopies**

If you need photocopies at United Health Services (Binghamton General Hospital and Wilson Hospital) or Lourdes, please contact the Student Affairs Office. Students are not permitted to make photocopies on hospital copy machines.

At Guthrie, contact Denise Dolan regarding procedures for obtaining photocopies.

### **Telephone for Student Use**

A telephone is available for student use in the Student Lounge, Robinson Street. This telephone may only be used for local calls and business calls to SUNY-Upstate Medical University. You are not permitted to schedule extramural electives, residency interviews or make personal long distance calls from this phone, unless you are using your calling card. You must dial "9" to get an outside line before dialing the number you are calling.

### **Hospital Cafeterias**

At United Health Services and Lourdes Hospital, food is available to medical students at posted prices. At Robert Packer (Sayre) and Community Memorial (Hamilton), a meal card is issued to medical students.

## **LOANS & SCHOLARSHIPS**

### **SUNY Upstate Medical University Loans**

SUNY Upstate Medical University's short-term loans (maximum \$500) are also available to Binghamton Campus students. Applications may be processed through the Binghamton Campus Student Affairs Office. The turn-around time is approximately seven to ten business days.

## **HEALTH CARE POLICIES**

Absence Due to Emergency Illness - in case of an emergency or illness which prevents you from attending class, notify your clerkship preceptor, program director, and the Office of Student Affairs. Do not simply fail to show up. When you are able to return, contact the clerkship program director regarding how to make up for the missed time.

### **Medical Care for Students**

*All students are required to obtain and maintain hospital and health insurance coverage.* A student plan is available to students and applications may be obtained from the Binghamton Campus Student Affairs Office, Robinson Street, Binghamton, NY.

Dr. Roy Gill is the Student Health Officer for Binghamton Campus students. Student health will be administered from Dr. Gill's office at 30 Harrison Street, Johnson City, NY, which is directly adjacent to Wilson Hospital. He may be contacted at 763-8008. The office is open from 8:00 A.M – 5:00 P.M. Please ask for Nancy and identify yourself as a medical student. After hours emergency care will be administered at the Wilson Hospital Emergency Room.

For the Sayre teaching site:

While at the Sayre teaching site, student health will be provided by Guthrie Family Care Center. The Family Medicine Residency office is located on the first floor of the Guthrie Clinical Building. The Health Center's phone number is (570-882-2239) and the office is open Monday through Friday from 8:00 a.m. - 9:00 p.m.; Saturdays 8:00 a.m. - 12:00 noon; closed Sundays. Students should use the emergency room of the Robert Packer Hospital for urgent or emergent problems in off hours.

### **Student Counseling Services**

Personal counseling services are available for students at the Binghamton Campus. Students may contact Irma Fattal, MD at 754-4769. Please identify yourself as a medical student when you call. Appointments are confidential.

### **Laboratory Tests**

Diagnostic laboratory, culture and X-ray testing, required in the diagnosis and management of an acute health condition, when ordered by the Student Health Service, are available and will be charged to your health insurance.

You should carry your health insurance card or policy number with you. Tests or procedures done through Wilson Hospital require a health insurance policy number in order to avoid billing problems.

There are no arrangements at this time for students to be seen on a courtesy basis by dentists or orthodontists.

The HEPATITIS B Vaccine is available. Please contact Dr. Gill if you wish to receive the vaccine.

### **Pharmaceuticals**

Most medications for acute problems are available at the Student Health Office at no cost. Same policy as described for the Syracuse Health Service with the following differences:

United Health Services pharmacy - limited Hospital-stocked drugs are available at UHSH at a reduced employee cost. Over-the-counter drugs are not provided at the hospital.

Lourdes Hospital pharmacy - hospital acquisition cost.

Robert Packer pharmacy - hospital acquisition cost + cost of filling.

### **Emergency Room Usage**

At the Binghamton Campus, if you have a true emergency or are in immediate danger, please use the Wilson Hospital Emergency Room, when possible.

At Sayre, PA, students should use the emergency room of the Robert Packer Hospital for urgent or emergent problems in off hours.

All emergency room visits will be billed to your health insurance.

### **Policy on Blood or Body Fluid Exposure**

#### **Standard Protocol:**

In case of blood/body fluid exposure, including needle stick injuries, cleanse the area that has been exposed with soap and water. If eyes are involved, flush with saline. Then follow the procedures for the appropriate site listed below.

Remember to always identify yourself to hospital personnel as a Binghamton Campus student.

**YOU MUST REPORT THE INCIDENT TO THE BINGHAMTON CAMPUS STUDENT HEALTH OFFICER (DR. GILL) WITHIN 24 HOURS REGARDLESS OF THE SITE WHERE THE EXPOSURE OCCURRED.**

If you are on a clinical rotation at a hospital and receive a needle stick injury or blood exposure, in addition to the Standard Protocol, you should:

**United Health Services (Wilson and Binghamton General):** After cleansing the exposed area, immediately report to United Occupational Medicine (763-2333), Summit Building, Suite 204, 33 Mitchell Avenue, Binghamton. Clinic hours are 7:30 a.m. – 4:30 p.m. weekdays. After hours or on weekends, report to the Emergency Department to receive appropriate attention, then follow up with Occupational Medicine the next business day.

**Lourdes Hospital:** After cleansing the exposed area, go to the Health Clinic on the ground floor near the Pharmacy. Clinic hours are 7:30 a.m. to 3:30 p.m. weekdays. When the Clinic is not open, call the switchboard operator and ask for the Clinical Manager on call.

**Robert Packer Hospital:** After cleansing the exposed area, call ext. 4537 from 7:00 a.m. – 5:00 p.m. weekdays. After hours or on weekends or holidays, call the hospital operator (dial 0) and ask to have the Clinical Coordinator on duty paged. In either case, then proceed to the Emergency Department where you will be met by the person you just contacted.

# GENERAL INFORMATION

## Academic Awards

Each year, senior year students are selected to receive special awards, which are presented annually. These are presented at the awards ceremony preceding commencement in Syracuse.

### Ronald Krizinofski Award

This award is presented to a student who best exemplifies the spirit of the Binghamton Campus Program. It is based on the individual's mature, responsible approach to learning the art of science of medicine. Besides demonstrating skills of an accomplished problem solver, the student displays consistently a most enthusiastic response and willingness making the Binghamton Campus academic programs better as well as improving the community life of the Binghamton Campus students. This individual demonstrates above all the "patient caring function" and the high standard of professionalism expected from a Binghamton Campus student.

### Family Medicine Award

The Family Medicine award is presented to a primary care student who has demonstrated the characteristics desired in an ideal family physician. These characteristics include dedication, enthusiasm, medical knowledge, respect and empathy in caring for all patients regardless of age, race, gender, socio-economic status or diseases process.

### Geriatric Medicine Award

The Geriatric Medicine Award is presented to a student who reflects the highest standards of excellence in medical knowledge and patient care, and is an integral part of the health care team. This student demonstrates the attitude of caring and compassion, the cornerstone of geriatric medicine.

### Internal Medicine Award

Each year the Department of Internal Medicine identifies a student who has been acknowledged by the faculty as outstanding in the characteristics the department endeavors to instill in each student.

This individual excelled in depth and breadth of medical knowledge, in development of technical skills, in participation and leadership in the process of medical teamwork and, above all, in exhibiting a deep concern for the welfare of every patient.

### Neurosurgery

Each year the Neurosurgery Department of the Binghamton Campus recognizes a student who has distinguished him/herself in terms of enthusiasm, superior fund of knowledge, and demonstration of clinical excellence in the medical neurosciences. It is felt these attributes are essential for a student pursuing a career in this or related disciplines.

### Obstetrics and Gynecology Award

This student is recognized for distinguished performance as demonstrated by exceptional achievement in the field of Obstetrics and Gynecology. Besides acquiring the clinical knowledge and skills needed as a valued member of a health care team, the student consistently exhibited those traits essential for a future physician: sensitivity and compassion for the emotional, psychosocial and physical needs of the patient.

### Pediatric Award

This award is presented annually to the third-year Binghamton Campus medical student whose character, attitude, initiative and knowledge best exemplify the model of the exceptional pediatrician.

### Psychiatry Award

Each year the Department of Psychiatry recognizes a Binghamton Campus student who has demonstrated depth and breadth of knowledge combined with genuine compassion for the patient. This individual has exhibited excellent interpersonal skills along with a genuine desire to understand the many complexities associated with the profession of psychiatry.

### Surgery Award

Department of Surgery Award is given to the Binghamton Campus student who has demonstrated an outstanding fund of knowledge in the principles and practice of surgery. This student has also demonstrated the characteristics we consider both important and necessary in all physicians: a dedication to patient care with diligence, empathy and ethical and intellectual integrity.

### **Alpha Omega Alpha**

Alpha Omega Alpha (AOA) is the national honor society for colleges of medicine in the United States. You may be elected to AOA while you are a student, as a resident, or as a faculty member. The Syracuse chapter elects student members from those in their last two years of medical school. A maximum of 1/6 of the class total may be selected from each medical school class, of which only 8 or 9 are usually selected in their junior year.

Scholastic excellence is not the only criterion for election; integrity, capacity for leadership, compassion, and fairness in dealing with one's colleagues are considered to be of equal significance.

### **Crime Reporting Policy**

Binghamton Campus students who are victims of or witnesses to crimes occurring during business hours at the main Binghamton Campus facility located in the Greater Binghamton Health Center should immediately call the GBHC Security Police (607-773-4597) and notify the Office of Student Affairs (607-772-3528) of the problem.

For crimes occurring during off-hours, students should immediately contact the Greater Binghamton Health Center Security Police. If Security does not or is unable to respond, students should contact the Binghamton Police Department (607-723-5321). Students should notify the Office of Student Affairs of the occurrence during the next workday following the incident.

Students assigned to clinical experiences at other locations in the Twin Tiers are encouraged to contact the host institution's security police and/or local police at community locations for assistance. Once assistance has been rendered, students should report any and all crimes to the Office of Student Affairs at the Binghamton Campus. The Office of Student Affairs will contact the security and/or police departments who rendered assistance.

The Office of Student Affairs will work with the Safety Officer of the Binghamton Campus and the Associate Dean who administers the Safety Office to transmit complete and accurate information regarding the incident to Public Safety in Syracuse and to ensure that a full and appropriate response to the crime has been made on the local level.

### **ID Cards**

Photo ID Cards must be worn whenever you are in physician offices, in any of the hospitals or other clinical areas, at conferences and at the Binghamton Campus Robinson Street facility.

### **Parking Facilities**

Binghamton General - Large parking lot directly opposite hospital (Mitchell Avenue).

Guthrie Clinic - Large parking lots are available behind the hospital.

Wilson - Employee parking lot located on Corliss Avenue and on-street parking.

## **ACADEMIC AND CAREER ADVISING**

## **Faculty Advisors**

At the Binghamton Campus, you are assigned to a Binghamton Campus Dean's Advisory Group. Specialty specific advising is available by referral. You will also have opportunities for electives and residency planning with the Binghamton campus student affairs and academic affairs personnel.

## **Senior Electives and Residency Material**

Information concerning Upstate Medical University senior electives and extramural electives is available in the Binghamton Campus Student Affairs Office. Meetings are held throughout the year to help prepare you for both electives and residency selection. Placement lists of Upstate Medical University students are available in the Office of Student Affairs and online at the SUNY Upstate Medical University homepage.

A copy of The Graduate Medical Education Directory is available in the Student Lounge. It lists all available residencies by program. This information is also available on-line via the FREIDA website (see below).

## **Useful Websites**

The following are a list of residency application web sites that can also be found on the Student Affairs Dean's Office website at: [www.upstate.edu/currentstudents/career](http://www.upstate.edu/currentstudents/career)

USMLE Website: [www.usmle.org](http://www.usmle.org)

National Residency Matching Program: [www.nrmp.org](http://www.nrmp.org)

Electronic Residency Application Service (ERAS): [www.aamc.org/eras](http://www.aamc.org/eras)

FREIDA Online (Fellowship and Residency Electronic Database Access):  
<http://www.ama-assn.org/go/freida>

San Francisco Matching Program: [www.sfmatch.org](http://www.sfmatch.org)  
(Neurosurgery, Child Neurology, Ophthalmology, Plastic Surgery)

AUA Residency Matching Program For Urology: [www.auanet.org](http://www.auanet.org)

Student Affairs – Syracuse: [www.upstate.edu/currentstudents](http://www.upstate.edu/currentstudents)

## Clerkship Evaluation and Grading

The evaluation and grading of all Binghamton Campus Clerkships and electives are completed in accordance with the overall policies of the college of medicine (see Student Handbook). The Program Director of each clerkship and the Elective Sponsor of each elective complete the Final Evaluation Form in accordance with the grading policies set out for the course in the Clerkship Syllabus or the Elective Description. If you have a question or concern about your grade or evaluations you should contact the Program Director or the Elective sponsor and arrange to discuss your concerns with him/her.

All of the major clerkships and most of the electives use the school's standard form (Individual Faculty / Resident Evaluation of Student Competencies) for the evaluation of clinical performance. The information from the clinical performance evaluations is combined with other elements such as end of course exam and other required assignments as specified for individual courses to arrive at the final grade (see Clerkship Syllabus or Elective description). Each Clerkship and Elective has its own guidelines for the weighting of the various required elements. Some clerkships specify specific threshold performance levels for individual elements of evaluation to qualify for specific grades (e.g. 62 or above on end of course exam to pass). These requirements are outlined in the course syllabus.

### Source for End of Clerkship Examination

Clerkship	End of Course Examination
Ent/Ophthalmology	Local Exam
Geriatrics	Local Exam
Internal Medicine	NBME Subject Exam
Ob/Gyn	NBME Subject Exam
Neuroscience	Local Exam
Pediatrics	NBME Subject Exam
Psychiatry	NBME Subject Exam
Surgery	NBME Subject Exam
Primary Care	OSCE and local mid-term exam
POM III	OSCE

### Clinical Performance Evaluation

Attendings and residents (and other supervising faculty deemed appropriate by Program Directors) with whom you work will complete an **Individual Faculty / Resident Evaluation of Student Competencies** form (see next page). All completed forms will be sent to the Program Director or Elective Sponsor and accumulated according to the individual courses' process for determining the clinical performance component of your grade. The Program Director or Elective Sponsor will provide a summary evaluation of your performance on the 10 scales from this form on your Final Evaluation Form.

**Clinical Campus at Binghamton - SUNY Health Science Center at Syracuse**  
**INDIVIDUAL FACULTY/RESIDENT EVALUATION OF STUDENT COMPETENCIES**

Student Name \_\_\_\_\_

Dates Covered By Report \_\_\_\_\_

Clerkship \_\_\_\_\_

Faculty Member or Resident Completing Form \_\_\_\_\_

<b>HISTORY TAKING</b>				
<input type="checkbox"/> 1. Has difficulty obtaining pertinent information. Interview disorganized or incomplete. Fails to recognize or pursue obvious problems.	<input type="checkbox"/> 2. History with significant omissions or excessive unrelated detail. Often poorly focused (May "miss the forest for the trees").	<input type="checkbox"/> 3. Adequate history taking skills; appropriate, usually logical, satisfactory. May omit and/or pursue irrelevant information. Identifies most problems	<input type="checkbox"/> 4. Good history taking skills; appropriate, logical, and address major problems.	<input type="checkbox"/> 5. Excellent history taking skills; thorough, yet efficient and well focused (e.g. skilled with challenging histories such as multiple medical or complex psychosocial problems).
<b>PHYSICAL &amp; MENTAL STATUS EXAMINATION</b>				
<input type="checkbox"/> 1. Inadequate exam; major deficiencies in technique. Often fails to recognize findings. May disregard patient comfort.	<input type="checkbox"/> 2. Frequently faulty technique. Exams often incomplete, disorganized or requires unreasonable time to complete. Often misses or misinterprets findings.	<input type="checkbox"/> 3. Satisfactory technical skills. Usually shows regard for patient comfort (Could improve thoroughness and/or efficiency. Sometimes misses or misinterprets findings).	<input type="checkbox"/> 4. Good technical skills. Accurately detects most findings. Shows regard for patient comfort.	<input type="checkbox"/> 5. Thorough, detailed, accurate and efficient exam. Careful attention to areas relating to problems identified in history. Shows high regard for patient comfort.
COMMENTS:				
<b>RECORD KEEPING (WRITE-UPS AND PROGRESS NOTES)</b>				
<input type="checkbox"/> 1. Inadequate write-ups (May be late, disorganized, use unacceptable format or abbreviations; illegible, illogical assessment or plans).	<input type="checkbox"/> 2. Some omissions and inaccuracies in records. Occasionally lacks ability to organize information or analyze new data.	<input type="checkbox"/> 3. Adequate records. Attempts to analyze problems. Documents diagnostic and therapeutic plans.	<input type="checkbox"/> 4. Very good records. Rationale behind diagnostic and therapeutic plans well documented.	<input type="checkbox"/> 5. Excellent records relative to clerkship expectations (e.g. timely, accurate, uses problems lists/flow sheets, analysis of diagnosis or Rx, references).
<b>ORAL PRESENTATIONS</b>				
<input type="checkbox"/> 1. Frequently unclear and lacking basic structure. Has difficulty providing a coherent report. Omits key information and/or includes extraneous information.	<input type="checkbox"/> 2. Presentations incomplete, disorganized or unclear. Syntheses and rationales lacking or inadequate (often includes irrelevant information or may be overly dependent on prompts).	<input type="checkbox"/> 3. Presentations complete (may be excessive or lacking in focus. Needs to work on brevity, synthesis or rationale).	<input type="checkbox"/> 4. Very good presentations. Well organized and complete. May need improved focus or more appropriate detail.	<input type="checkbox"/> 5. Excellent presentations. Clear, concise and focused. Use of written prompts at a minimum.
COMMENTS:				
<b>FUND OF KNOWLEDGE &amp; UNDERSTANDING OF DISEASE MECHANISMS</b>				
<input type="checkbox"/> 1. Inadequate knowledge base or understanding of disease mechanisms.	<input type="checkbox"/> 2. Knowledge base below average; may have significant gaps.	<input type="checkbox"/> 3. Adequate overall knowledge base. May seek new information.	<input type="checkbox"/> 4. Very good fund of knowledge and understanding of disease mechanisms. Seeks new information and attempts to apply it.	<input type="checkbox"/> 5. Excellent fund of knowledge and understanding of disease mechanisms. Seeks and critically appraises new information.
<b>PROBLEM SOLVING AND CLINICAL APPLICATION</b>				
<input type="checkbox"/> 1. Frequently unable to identify problems. Thinking process often illogical; rarely integrates data. Often fails to consider alternative explanations for findings.	<input type="checkbox"/> 2. Identification of problems sometimes incomplete or inaccurate. May show illogical thinking and/or inconsistent integration of data.	<input type="checkbox"/> 3. Able to develop a basic differential for common problems. Satisfactory integration of pathophysiology and clinical data. Can outline basic diagnostic and therapeutic plan, but may need prompting or direction.	<input type="checkbox"/> 4. Good integration of history, physical/mental exam, and lab/study data in identifying and solving clinical problems.	<input type="checkbox"/> 5. Excellent analysis and synthesis of clinical data. Ability to develop differential diagnosis and rationale for diagnostic or therapeutic plans exceeds expectations.
COMMENTS:				

<b>RELATIONSHIPS WITH PATIENTS</b>				
<input type="checkbox"/> 1. May appear insensitive to patients's family's feelings, needs, or wishes. May lack empathy, compassion or flexibility. Inappropriate behavior or communication with patient/ family.	<input type="checkbox"/> 2. May have difficulty establishing rapport, communicating or interacting with patients.	<input type="checkbox"/> 3. Able to develop satisfactory rapport with most patients/families (May avoid difficulty or sensitive issues).	<input type="checkbox"/> 4. Good communication skills. Relates well to most patients and family. Sensitive to psychosocial aspects of care.	<input type="checkbox"/> 5. Excellent communication skills, able to put patients and family members at ease. Deals well with sensitive issues. Relates well with difficult patients.
<b>PROFESSIONAL RELATIONSHIPS</b>				
<input type="checkbox"/> 1. Has difficulty working well with other team members. Often appears insensitive to needs, feelings, wishes and rights of others.	<input type="checkbox"/> 2. Sometimes has difficulty forming relationships with or working together with members of the health care team.	<input type="checkbox"/> 3. Relates and functions satisfactorily with members of the health care team. Adequate communication with colleagues (Could improve effort).	<input type="checkbox"/> 4. Relates and functions well as part of the health care team. Makes an extra effort to communicate with others.	<input type="checkbox"/> 5. Excellent communication with colleagues and other health professionals. Effective and respected member of the health care team.
COMMENTS:				
<b>ATTITUDES AND BEHAVIORS</b>				
<input type="checkbox"/> 1. Attendance and punctuality erratic or poor. Dress or hygiene poor. Student's commitment questionable. Has difficulty carrying responsibility. Questionable ethical behavior, including issues of patient confidentiality or respect.	<input type="checkbox"/> 2. Does not always fulfill assigned responsibilities. Attention or involvement may be erratic. Occasional unexplained absences.	<input type="checkbox"/> 3. Acts in professional manner. Adequately performs assigned responsibilities. Could increase initiative.	<input type="checkbox"/> 4. Diligently fulfills responsibilities. Often volunteers. Consistently behaves in a professional manner.	<input type="checkbox"/> 5. Extremely conscientious and reliable. Seeks and is ready for increase responsibility. Very flexible in adapting to demands of the rotation/changes/stress.
<b>SELF-IMPROVEMENT</b>				
<input type="checkbox"/> 1. Unaware of or denies own inadequacies even after feedback. Difficulty making changes. Has not read require reading assignments.	<input type="checkbox"/> 2. May lack motivation. May be resistant or defensive about suggestions for improvement. Minimal evidence of outside reading, but does enough to get by.	<input type="checkbox"/> 3. Motivated. Accepts suggestions for improvement. Completes reading assignments. May consult supplemental material.	<input type="checkbox"/> 4. Well motivated. Accepts feedback. Makes an effort to improve. Often does supplemental reading and seeks additional resources.	<input type="checkbox"/> 5. Exceptionally motivated. Welcomes feedback. Able to effect changes. Extensively uses supplemental resources.
COMMENTS:				

ADDITIONAL INFORMATION/COMMENTS (Please include comments that are unique to this individual student):

OVERALL CLINICAL PERFORMANCE:

Note: this scale does not equate to a grade.

The clerkship director and/or grades committees is/are responsible for grade assignment

- Does not meet expectations
- Below average in some areas (see above)
- Clearly meets expectations
- Very good (10-20% of class)
- Excellent (top 10-20% performance)

SIGNATURE OF FACULTY MEMBER OR RESIDENT COMPLETING FORM \_\_\_\_\_ DATE \_\_\_\_\_

## **Instructions for Medical Student Procedures Logs**

The medical student procedures log system was implemented at SUNY Upstate Medical University and its teaching affiliates in July 1990 to comply with New York State hospital code 405. The college of medicine and its affiliated hospitals administer the procedures log system jointly. The mandatory documentation program is intended to ensure that students are properly supervised while learning to perform procedures. The basis of the system is a list of specific clinical activities which faculty deem appropriate for medical students to perform under supervision during clerkships and electives. An additional list of procedures, which under special circumstances may also be attempted by students, is also included on the record form (see below). This process also provides a record for your individual use in documenting to other educational programs your level of involvement in medical procedures. If you plan to enter a New York State residency program, a copy of your record may be useful in applying for resident credentials and hospital privileges. It is important to you and to the school and hospitals that these records are complete and accurate. Your timely submission of the log forms will greatly assist in this effort.

Each time you perform or assist with a procedure, you must completely fill out the Procedure Log form (blue log form) and have it signed by the individual supervising you while performing the procedure. The supervisor must be credentialed to perform the procedure themselves in order to be able to supervise you and sign-off on the Procedure Record form. The log form then should be turned in to the Binghamton Campus representative at the hospital where you are working or to the Binghamton Campus Academic Affairs Office at 425 Robinson Street.

Below you will find a more detailed description of how to complete the credentialing forms. If you have any questions, please contact Dr. Barry Biddle in the Academic Affairs office (772-3521).

### **When to Complete a Procedure Log Form:**

Complete one form for each procedure you perform. Even if you perform more than one procedure on the same patient at the same time you need to complete a separate form for each procedure and have each of them signed by the person supervising you perform that procedure.

It is best to fill out the log forms and get the supervisor's signature as soon as possible after an activity is complete. Trying to reconstruct the events of a busy day (or week or six weeks) can lead to errors and frustration, and supervisors may not remember that you were involved or may be difficult to track down for signature.

### **What constitutes performing a procedure:**

If you participate to any degree in a "hands-on" manner in the procedure you should complete a procedure log form. Observing someone else (attending, resident, nurse, etc.) perform a procedure is not considered performance and should not be logged.

### **Where to get Log Forms:**

Forms are available from the clerkship secretaries and/or the Binghamton Campus representatives at the hospitals. Forms may also be obtained from the Binghamton Campus Academic Affairs Office. If you are taking an extramural elective or an elective in Syracuse and would like the procedures to be recorded in your file here, please take Log Forms with you and submit them to us when you return.

### **How to complete the Log Form:**

It is important to keep the forms clean and unwrinkled so the optical scanner will read them accurately. Please use a **#2 pencil only** to fill out the forms. Lighter marks and ink cannot be processed. Blacken in bubbles completely. Erase thoroughly. Do not write outside of the comment or signature boxes.

Please provide all of the information requested on the front of the form (Date, ID #, Course #, Site & Patient ID). Write the numbers in the boxes and fill in the appropriate bubbles to completely code the information. If this information is **not complete** the form will be **returned to you** for completion. If the procedure was performed in a physician's office rather than a hospital the Patient Id may be omitted if not known. Patient Id's for **all** hospital patients **MUST** be provided.

- Your four digit ID (provided to you at Binghamton Campus orientation).
- The Course ID # is available in the Course Selection Book or from the clerkship secretary.
- Sites are:
  - AMB. OFC. - Any ambulatory office
  - BGH - Binghamton General Hospital
  - OLL - Our Lady of Lourdes Hospital
  - RPH - Robert Packer Hospital
  - Wilson - Wilson Regional Medical Center
  - Other - Syracuse hospitals, other elective sites, etc. (Please write in the name of the hospital in the comment block on the back of the log form.

On the back of the form indicate (fill in appropriate bubble) the procedure performed. **Only one procedure can be listed on each form.** Then have the person who supervised the performance of the procedure indicate at which of the three levels you performed and have them sign in the space provided at the bottom of the form. **The signature is essential.** The form cannot be accepted without a signature. Just as any notes you write in a patient's chart must be countersigned by a physician to meet legal requirements, the procedure log form must be signed by the person supervising the procedure to meet the New York State Hospital Code 405 requirement.

If questions or problems arise in obtaining signatures or other information required on the Log Form, contact the Program Director for the clerkship, elective sponsor, or the Academic Affairs Office of the Binghamton Campus.

### **When and Where to Return Procedure Log Forms:**

You should return forms as soon after they are completed as possible and no later than the end of the clerkship in which they were performed. Forms may be returned to:

- Binghamton Campus representative at Wilson or Guthrie
- Academic Affairs Office at Binghamton Campus Offices

### **Problems / Questions:**

Contact your course or program director or the Academic Affairs Office (772-3521).

### **Testing/Test Prep:**

Kaplan Test Prep  
3951 Vestal Parkway East  
Vestal NY 13850-2315  
607-797-2302

Contact: Marie Sall  
[Marie\\_Sall@kaplan.com](mailto:Marie_Sall@kaplan.com)

### **Step 2 Testing:**

Thompson Prometric Test Center  
4104 Old Vestal Road  
Vestal, NY 13850  
(607) 797-5720

## **HOUSING INFORMATION**

### **Housing in Binghamton:**

There is no formal housing option at the Binghamton Campus; rather, students are expected to find housing on their own. Binghamton Campus provides the following resources to help students with their search:

- A list of available apartment complexes in the greater Binghamton area.
- The following web-site/ resource provided by Binghamton University:  
**<http://occ.binghamton.edu/housing/index.htm>**

- The web-site of the local newspaper's advertised rentals: [www.pressconnects.com](http://www.pressconnects.com)

Students will be eligible for a one time reimbursement of up to \$150 of their moving expenses if they submit their moving expense receipts to the Student Affairs Office at the Binghamton Campus by the end of December of their 3<sup>rd</sup> year of medical school.

### **Elective Housing in Syracuse:**

Binghamton Campus has reserved six single rooms in Clark Tower in Syracuse to allow housing for up to 2 months as long as you maintain a residence in Binghamton. This allows you the opportunity to continue living in the Binghamton area for the duration of your medical school training, but still affords you the opportunity to go to Syracuse to do that important rotation in your specialty or other areas of interest. The housing that is provided is in Clark Tower, with overflow housing at the Park View Inn. The Clark Tower room is a studio apartment equipped with full sized refrigerator, stove, oven, sink, television with cable, window air conditioning, and full bathroom. There are also computer rooms on two of the floors that allow you free access for printing and the internet. There is a charge for parking if students choose to utilize the parking garage. Specific requirements for residency in Binghamton are used to determine qualification for fee-free housing in Syracuse. *Students who are taking at least 12 credits in Binghamton/Sayre may have a total of 8 weeks housing at Clark Tower paid for by the Binghamton Campus. Students must be enrolled in a Syracuse elective at the time of the housing. Students do not have a choice between the housing sites and it is a priority to use our rooms in Clark Tower. Requests for housing must be arranged and approved through the Binghamton Students Affairs Office and not with Clark Tower or Park View Hotel directly.*

### **Housing on the Guthrie Campus/ Sayre, PA:**

Housing is provided at the Terrace Motel located directly on the Sayre campus. The hotel is owned and maintained by the Hospital. It is fully furnished including a TV, microwave and small fridge. Additionally linens and bi-weekly housekeeping are also provided. A meal allowance is provided for use in the hospital cafeteria. Internet access is available to students in the hospital library and various staff lounges. All students will be housed at the Sayre site for four weeks during the Internal Medicine rotation. Students who select to do their Surgery rotation at the Sayre site will be housed there for six weeks. Some fourth year electives at the Sayre site also provide housing.

### **Housing at the Hamilton clinical training site:**

If you select the track with your Ob/Gyn rotation at Community Memorial Hospital located in Hamilton, NY, housing is provided in a house the hospital owns and maintains nearby. Hamilton is located in a rural community 1.5 hours drive north east of Binghamton and 45 minutes south east of Syracuse, and is the home of Colgate University. The facility houses up to four people (co-ed) in single rooms complete with bed, desk, TV and wireless Internet access. The hospital provides you with 10 meals a week in their cafeteria and the house has a small kitchen available as well. There is no required weekend call at Hamilton to allow students to access Kaplan Centers at either campus to study for the shelf exam required at the end of the rotation.