



# Upstate Medical University

## Resident Orientation, Monday, June 27, 2011

### Weiskotten Hall (9th Floor Auditorium) and Setnor Hall/Weiskotten Hall Computer Lab (Rotations)

| <u>TIME:</u>     | <u>TOPIC:</u>  | <u>PRESENTER:</u>                    |
|------------------|--|--------------------------------------|
| 7:15–8:00 a.m.   | Upstate Medical University Sign-In<br>Veterans Administration Sign-In<br>Resident Policy Manual & Program Packet<br>Refreshments |                                      |
| 8:00–8:30 a.m.   | Welcome, Master of Ceremonies  | Graduate Medical Education (GME)     |
|                  | <b><u>Acknowledgements:</u></b><br>Hospital Administration   |                                      |
| 8:30–8:50 a.m.   | Welcome, Medical Director  | Medical Director                     |
| 8:50–8:55 a.m.   | Pharmacy – You and Your Patients   | Pharmacy                             |
| 8:55–9:00 a.m.   | Administrative Supervisor Role at University Hospital  | Administrative Supervisor            |
| 9:00–9:10 a.m.   | Infection Control Issues   | Hospital Epidemiologist              |
| 9:10–9:20 a.m.   | University Hospital Ethics Committee   | University Hospital Ethics Committee |
| 9:20–9:55 a.m.   | Computer Systems at University Hospital  |                                      |
| 9:55–10:00 a.m.  | What To Do When Things Go Wrong  |                                      |
| 10:00–10:10 a.m. | Benefits Overview  | HR                                   |
| 10:10–10:15 a.m. | Rotation Directions  | Graduate Medical Education (GME)     |
|                  | Tote Bag Distribution  | Medical Alumni Office                |

#### **MANDATORY ROTATIONS (SETNOR HALL & WEISKOTTEN COMPUTER LAB)**

***ALL Residents Must Complete ALL Rotations***

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| 10:15 a.m.–1:15 p.m. | Employee Health Rotation – 2nd Floor, Setnor, Rm. 2507/2508 (File Review, Record Update, Mask Fit, PPDs) | 10:15 a.m.–1:45 p.m. | Table Display Rotation – 1st Floor Setnor, Rm. 1507/1508 (Mandatory & Informational Education) |
| 10:15 a.m.–3:15 p.m. | Benefits Rotation – 3rd Floor Setnor, Rm. 3507/3508 (Benefit Overview, Sign-On, Q & A)                   | 10:15 a.m.–3:15 p.m. | IMT Rotation – Weiskotten, Lab Room #1210 (Passwords, Systems, Clinical Data)                  |
| 11:00 a.m.–3:15 p.m. | Veterans Administration – 2nd Floor Setnor, Rm. 2509/2510 (Documentation, Fingerprinting)                |                      |  |