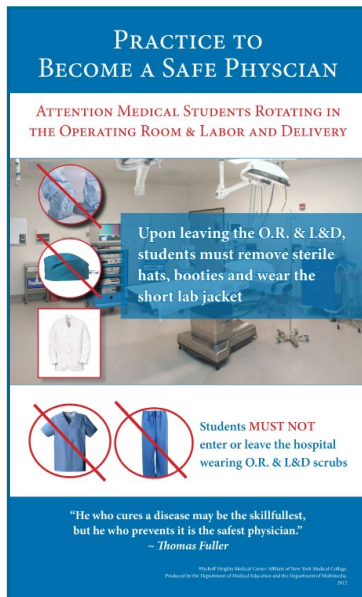
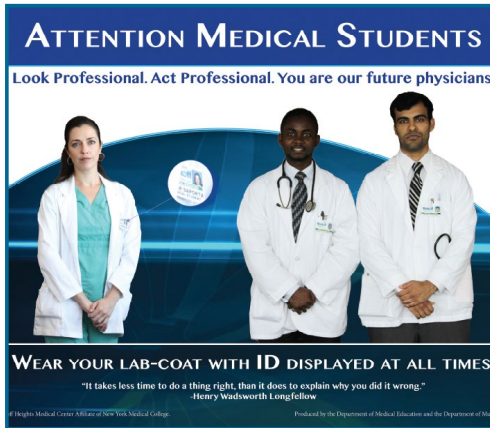


DRESS CODE:



- Medical Students are expected to be clean and neat in appearance
- T-shirt, jeans, shorts, sneakers and boots are not allowed
- Shirt and tie are encouraged for gentlemen
- ALL must wear short white lab jacket

**PHOTO ID MUST BE PROMINENTLY
DISPLAYED AT ALL TIMES**

INFECTION CONTROL

Proper hand washing is vital for infection prevention

Isolation: Respiratory isolation

Masks: 95N respirator mask

Fit test for proper mask size before caring for TB patient

Use PPE (personal protective equipment)

Complete INCIDENT REPORT forms for any adverse event

Report all adverse events (needle stick injuries etc)



PARKING /SECURITY

**WHMC DO NOT PROVIDE PARKING FOR
MEDICALSTUDENTS**

At night security escort to the parking lot or the nearest commuter station can be requested from the Security Department (ext. 7288)

**REQUEST ESCORT AT LEAST TWO HOURS PRIOR
TO ANTICIPATED DEPARTURE**

**PLEASE BE SURE TO ACCESS THE MEDICAL STUDENT
POLICIES ON THE WHMC INFONET**

MULTIMEDIA DEPARTMENT

The 5th floor Conference Rooms are communal spaces. Please keep a clean and safe environment by throwing away trash and taking all of your belongings with you when you exit the rooms.

The conference room schedule for the day is located on a monitor between the Multimedia office and Conference Room A. Please review the schedule daily for updates.



Wyckoff

Wyckoff Heights Medical Center

The Hospital of Kings and Queens

**374 Stockholm Street
Brooklyn, New York 11237**

718.963.7272

Medical Students Booklet

**Orientation:
5th Floor
Conference Center**

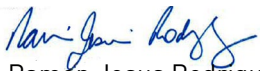
A LETTER FROM THE PRESIDENT & CEO

Thank you for choosing Wyckoff Heights Medical Center to meet your education needs. Wyckoff is a voluntary, not-for-profit, multi-site teaching center, established in 1889, serving the residents of both Brooklyn and Queens.

We know hospitals can be confusing places especially when you are concerned about your education. Part of our training for you includes providing clear information. As part of that effort, we have created this booklet to help guide you through the process.

If you have additional questions or concerns, please ask any of our GME Staff. We take pride in offering you high quality and compassionate training. On behalf of the entire team at Wyckoff Heights Medical Center, please accept our best wishes for continuing medical education.

Sincerely,



Ramon Jesus Rodriguez
President & CEO

MEDICAL EDUCATION ADVOCATES

E. Kenneth Freiberg, DO
Vice President Medical Education /DME/DIO
Ext. 7775

Thelca Hinds
Administrative Director Medical Education
Ext. 7529 / 7528

Celeen Rodriguez
Medical Education Coordinator
Ext. 6289



SIGN-IN & SIGN-OUT

- Medical students must sign in and out of all core rotations. Sign in and sign out will be done in the - 5th Floor Conference Center
- Medical Students doing Electives must sign in and out daily – in the Medical Education Student Office (RM 424)
- Electives are offered for **4 weeks ONLY** and begins on the 1st Monday of each month.

MEDICAL STUDENTS WILL BE RESPONSIBLE FOR SCHEDULING ALL ELECTIVE ROTATIONS THROUGH THEIR SCHOOLS

- When signing out – all ID Badges & evaluation forms must be returned to the Medical Education Office
 - Library cards must be returned to the Medical Library Office (6th fl) or the Medical Education Office.

ATTENDANCE

100% MANDATORY (Unless authorized written excuse)
Attend all lectures
Be punctual
Exams /Interviews: Students must provide proof to the Medical Education Department and assigned department

ALL ABSENCES - MUST NOTIFY THE ASSIGNED DEPARTMENT AND THE MEDICAL EDUCATION OFFICE (ROOM 424)

EVALUATION

Core Student performance evaluation forms will be submitted by the Medical Education Department to the department in which you will rotate.

Elective students performance evaluation forms are available in the Medical Education Office.

Students must anonymously evaluate the program/clerkship at the end of the rotation.

DROP OFF BOX LOCATED OUTSIDE OF THE STUDENTS LOCKER ROOMS (RM 508)

RESPECT & BE COURTEOUS TO ALL

Hospital Staff, Colleagues, Patients and Visitors.
Do not discuss patient information in public places e.g. elevators, cafeteria, etc.

Do not leave any HIPPA sensitive material where it can be accessed or viewed by patients their families or visitors or unauthorized personal

SEXUAL HARASSMENT - ZERO TOLERANCE

ACCESS TO MEDITECH & WHMC NETWORK RESOURCES

Department will determine if Meditech or any other WHMC network access is required during medical student rotations.

Medical Students that require access To Meditech or any other WHMC network resources will be required to fill out both a Meditech request form and an IT form

The IT forms will be provided and signed off by the assigned department.

LOCKERS

Lockers for Medical Students are located in Room 508 & 425.

LOCKERS are by FIRST find basis

PLEASE be sure to place a lock on EMPTY locker then LABEL EMPTY locker (Name – Rotation Start & End Date and School) must be clearly indicated

SECURE all personal items

THE MEDICAL EDUCATION DEPARTMENT WILL NOT BE RESPONSIBLE FOR ITEMS LOST OR STOLEN

DO NOT DO ANYTHING THAT YOU ARE NOT TRAINED AND CREDENTIALLED TO DO. ALL PROCEDURES MUST BE DONE UNDER DIRECT SUPERVISION.