

METHODIST UNIVERSITY HOSPITAL GUIDELINES

CHECK IN PROCESS FOR METHODIST ROTATIONS

ORIENTATION to Methodist University Hospital will be held Friday, June 26th 7:45am. Lunch will be provided only for those attending orientation. WILSON HALL, Auditorium, 251 Claybrook Street.

Mandatory Cerner training for all residents and fellows by completion of the Cerner Access Form, www.utm.edu/GME/registration under Methodist forms. **This form must be signed and faxed by June 1 to 516 8254.** Without the form completed, signed and training completed, you will be delayed in your rotation. Cerner Training will be offered Thursday June 25th at 9am, 11am, and 2pm. Each class lasts about one and a half hours. There will be two Cerner classes offered Friday June 26th at 1pm and 3pm. These two classes on Friday, immediately following orientation are only for Transitional interns and those Medicine interns/residents who will begin rotations July – September at Methodist University Hospital. Those who wait to bring cerner forms to orientation may not be able to train and will have to arrange later.

The Friday 1pm class has slots available for **8 internal medicine residents who will begin rotations At Methodist on July 1.**

The 3pm class has 20 slots available for internal medicine, and first come first served who will begin rotations at Methodist July – September.

PLEASE DO NOT ASK TO BE SCHEDULED FRIDAY if you do not begin your rotations in July.

IF YOU DO NOT ROTATE TO METHODIST UNTIL October or later, you will need to schedule your class on Thursday, or prior to your rotation later in the year, to remain knowledgeable about its applications. **FOR CERNER TRAINING, call Debra Capps at 516 0069.**

HEALTH CLEARANCE

ALL University of Tennessee Health requirements must be completed prior to your rotation at Methodist/LeBonheur Hospitals. Please check the UT website at www.utm.edu/univ/health. Please bring form stating you have met health requirements when you come to Methodist. *While at Methodist, "All exposures **must** be reported to Associate Health immediately. If they are not open, the person exposed should go to the ED and tell them they have just had an exposure/needle stick and complete patient information. This exposure must be called in to Associate Health the next business day so the appropriate follow-up can be completed."*

ACLS: Please have your ACLS certification prior to coming to Methodist University Hospital.

HAND WASHING INITIATIVE: Hospital patients deserve our best, In the US, one in twenty patients get an infection in the hospital. JCAHO recommends 40% improvement in current standards. For CLEAN information go to www.methodistmd.org

BADGES/PARKING

All residents at Methodist/LeBonheur must wear an ID badge. This badge gives access to parking at MUH, and must be worn at all times. Your badge is active only for your assigned rotations, and when you complete your residency training, the badge must be returned to Methodist. Badges are directly tied to your Cerner process and #. No Cerner form or training results in no badge/parking. BADGES may be acquired from security TUES – FRI 7:30 – 10am and 1 – 3pm. The parking registration form must be taken to parking to acquire your badge after check in to Medical Education. . . There is no after hours access for acquiring a badge. Make arrangements to take care of this at the times noted above. **PARKING:** residents and fellows park in the Physician Garage across from the Emergency Room on Eastmoreland Street using your badge. Badges to be issued only for July/September rotations. **SECURITY: Vickie Strawn 516 7766**

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MEAL CARDS: Meal cards are issued specifically based on the call schedule. Lunch for MEDICINE/ TRANSITIONAL residents is provided for \$1.00 on Tuesdays and Wednesdays. Lunch is not provided for other Noon conferences and specialty programs. Courtyard cafeteria is next door to the medical education/ classroom and a variety of choices and prices are available to choose from. Meal cards are issued At the beginning of your rotation and based on budget and set guidelines.

CALL ROOMS Call room access is secured entry to the 4th floor doctors building. Individual call rooms require a key and those keys are obtained from medical education. When your training is over, keys are Methodist property and must be returned. Lost keys are difficult to have replaced and you will need to make sure you hang onto yours. Call rooms are only for OVERNIGHT call. There is a large lounge with TV, computer room, sofas, game tables, kitchenette. Exercise room available near lounge.

PAGING PHONES: AVAILABLE IN MEDICAL EDUCATION, ADDITIONAL PHONES ARE LOCATED JUST OUTSIDE MEDICAL EDUCATION

MEDICAL LIBRARY: Medical Library is located in the School of Nursing with computer labs and Medical librarian to assist you. After hours access is allowed only with your badge.

Within **Medical Education**, there are computers and study areas for residents/students. Staff work spaces are not for use by residents. Medical Education is located at TW135, first floor Tower, just off the main lobby of Methodist University Hospital. **Our phone number is 516 8255, our fax is 516 8254.**

Medical Education Staff

Andrew Gienapp, Coordinator-Neurosurgery

Rhonda Gray, Coordinator – Radiology

Judy Watts, Coordinator – Transitional

Marilyn McWilliams – Director, GME at MUH