

UCSF FRESNO / UNDERGRADUATE MEDICAL EDUCATION ORIENTATION AGENDA

Location: UCSF Fresno Branch Campus
155 N. Fresno Street, Fresno, CA 93701

Parking: On orientation day, students may park in the ‘Visitor Staff Parking Lots’ (Lots 16 or 18, see CRMC parking map) turn right onto Wayte Street proceed to parking lot 18 on the left. Street and Illinois Avenue behind the UCSF Fresno Medical Resource Center. No permit is required to enter this lot. **Proceed to the UCSF Fresno Center for Orientation (NOT Hospital)**



(Picture of UCSF Fresno Branch Campus where you are to report for orientation)

During this orientation time, we provide general information about housing, Community Regional Medical Center, and the UCSF Fresno Branch Campus. Upon completion of general orientation and epic training, you will report to your clerkship where you will be oriented to clerkship specifics, schedules, and other pertinent information – unless otherwise instructed. New students will be scheduled for EPIC computer training on the first day in Fresno. Information regarding EPIC training and where to report will be sent to you in a Welcome email.

All departments are aware that you are participating in general orientation and EPIC training and do not expect to see you until around 12:30 that afternoon or as instructed. Please relax and remember that we are here to make your stay as comfortable and educational as possible. PLEASE READ YOUR WELCOME TO FRESNO EMAIL for housing & other details.

1. Orientation Overview – First day tasks

- **UCSF Fresno ID badge** is available for pickup at the UCSF Fresno Center front security desk (UCSF Fresno ID badge will give you access to the UCSF Fresno Center and the hospital (CMC))
- Mask fit testing information in welcome email-completed by CMC Health team prior to orientation
- Review documents for policies and procedures regarding housing, health, parking, and check out <http://www.fresno.ucsf.edu/medical-student-programs/orientation-to-fresno-outline/>
- Virtual tour of UCSF Fresno Center – library behind security desk, student lounge/quiet space down the hall (room 133, code 231), and resident lounge/active space (room 132, code 231) <https://ucsf-fresno.foleon.com/projects/welcome-tour/>
- **CMC ID badge** is available for pickup at Eaton Flats/CMC HR (across the street from the UCSF Fresno Center; badge is for identification only, and will not provide access to any doors)
- **Virtual Epic training** – Zoom link available in welcome email to Epic training on orientation day
- Report to programs after Epic training – should receive reporting instructions from department
- Please ensure you have completed your Epic training **modules** prior to starting your rotation (your account access will be deactivated if these tasks are not completed)

2. Assigned Item Sheet

- Please complete **DocuSign** assigned item sheet (acknowledgments, fill out, check boxes for TB mask fit testing confirmation and receipt of ID badges and pager (if assigned) and submit)
- ID badges: please report missing/lost ID badges to UME office along with any access issues

- Students on PEDS rotations: badge in and out of the NICU (to not create a code situation)
- **Pagers:** can receive text pages 559pagernumber@usamobility.net; return pages promptly; 85- return call to CRMC; 83- return call to ACC; 459-xxxx return call to CRMC or ACC
- Student will have a copy of their assigned item sheet for computer codes

2A. Student Housing: key packets are available for pickup in the student lounge/quiet space at the UCSF Fresno Center (room 133, code 231) on the Sunday prior to your rotation. Please reach out to Fresno-CampusLifeHousing@ucsf.edu with any questions/concerns regarding housing.

3. Parking at UCSF Fresno & Training Sites

- (**Lots 16 & 18** do not require a permit). **Lot 4 requires parking permit** (OB/GYN students*)
- Map: <http://www.fresno.ucsf.edu/medical-student-programs/mapsparking-transportation/>
- Be mindful of signage up and around the hospital regarding parking restrictions (permit parking, patient only parking, etc.). UME is not responsible for parking charges while on rotation
- **CRMC security** can be reached at (559) 459-6575

4. Student Health & Psychological Services

- Policy for accessing health care in Fresno (for UCSF & visiting students) is available online and in your welcome letter. There are attached pamphlets with more counseling information
- Follow your personal health insurance guidelines while in Fresno
- Insight Employee Assistance Program: 3 free visits in any 6-month period available after hours or when Psychologist is not available
- Student Psychological & Well Being services available by drop in or appointment
- Contact our psychologist Dr. Betty Liao at: Betty.liao2@ucsf.edu <http://www.fresno.ucsf.edu/medical-student-programs/student-wellbeing/>

5. Infection Control/Post Exposure Information

- Infection control power-point is available in HLC orientation modules
- In the event of exposure or injury consult the Employee Health Office at the facility where you are on rotation (i.e., CHCC, CRMC, etc.)
- CRMC Employee Health can be reached at (559) 459-6416
- Adhere to all hospital basic fire and safety codes (Code Red, Code Blue etc.)

6. Computer Access/Training

- Computer Access Points for UCSF Fresno Students-resource to be used in addition to code usage information on assigned item sheet, who to call for help column has been highlighted
- Synapse: Use CMC login-students must place CMC/username and their password; CRMC internet login and password must be activated first
- UCSF Fresno Computer Applications document-brief overview of patient applications (supported by CRMC and Children's Hospital)
- Computer Training Modules: tutorials for EPIC, EMR, Synapse, and ChartMaxx can be accessed online. Students can go to the student resource room to login with codes (EMR, UCSF Fresno Center email)

7. Family Health Care Network (FHCN)

- In Live System FHCN Outpatient Clinic will issue a Network Account
- Call IS department for help (559) 793-3577 (internal #3577)
- FHCN will issue an **ID Badge** (pickup badges from HR on the 2nd floor) along with the FH network account info **ONLY** for the outpatient center
- Job Aid Information is included in the orientation packet PDC attached to the welcome email

8. Fresno Resources for Shopping & Recreation

- List of resources/visitors map available in orientation welcome letter-grocery stores, places to eat/shop, nightlife, museums, etc.
- Destination Fresno County Magazine-calendar of events, visitor's maps, local attractions, etc.

- Contact UME office for recommendations

9. Last Day Checkout Process

- Outgoing **checkout email** will be sent before rotation ends with all necessary information
- Complete online program/department **evaluations** online prior to checkout
- Must check out by the end of day on the day your rotation ends – return CMC ID badge, UCSF Fresno ID badge, pager (if assigned), and CRMC parking placard (if assigned-OB students) to the student lounge/quiet space. There are envelopes and a checkout basket where you can leave your items
- **If taking an exam, please check out either before or after your exam**
- If you are unable to check out on the last day of your rotation, you must notify the UME staff (559) 499-6545

Housing items:

- **Riverview Garden Apartments:** Apartment keys and gate opener-can be returned to the student lounge/quiet space (room 133, code 231-at checkout) on Fridays
- **Palazzo at Campus Pointe:** Apartment keys, access card, and parking sticker-can be returned to the student lounge/quiet space (room 133, code 231-at checkout) on Fridays. **Lock your bedroom**
- If checking out on Saturday, please return all items to student lounge/quiet space (Room 133, code 231)
- Students have until 12 noon the day after the rotation ends to move out of housing
- Please leave apartment items in an envelope with your name

10. Community Regional Medical Center (CRMC or CMC) Hospital Access & Resources

- Due to high security, most locations are accessible via badge access only
- Physician lounge & some medical rooms at CMC are not accessible with medical student badge
- Sierra Room/Small PRC Lounge (medical student/resident lounge) is accessible to students; ID badge required for entry; breakfast and lunch provided- 1st floor, down the hall from the physician's lounge. Meals can also be purchased in the cafeteria

11. Other Medical Student Resources

Medical Libraries:

- UCSF Fresno Center-part time librarian; access with ID badge
- VA-library in breezeway; may need security key after hours

UCSF Fresno Center Resources:

- Building access between the hours of 8:00am-5:00pm
- Student lounge/quiet space (Room 133, code 231) - nap pod, lockers, mini-fridge, etc.
- Resident lounge/active space (Room 132, code 231) - games, Foose table, ping-pong, etc.
- Free printing (library, UME suite)
- Report any issues or concerns to UME staff

Other

- Please maintain professionalism-returning pages, emails, etc.
- **Evaluations-do NOT hand carry to department (submit to UME office)**
- UCSF Bookstore (internet link under Medical Student Resources)
- Questions? Please contact the UME department at (559) 499-6545 or Fresno-medical.students@ucsf.edu

Clerkship Department Coordinator Information:

- **FCM:** Suite #326 / UCSF Fresno / **Shelby Fallas** (559) 499-6624 Shelby.fallas@ucsf.edu
- **OB/GYN:** Suite #233 / UCSF Fresno / **Jeanette Naranjo** (559) 499-6543 Jeanette.naranjo@ucsf.edu
- **PEDS:** Suite #219 / UCSF Fresno / **Bree Godoy** (559) 499-6569 Bree.godoy@ucsf.edu
- **PSYCH:** Suite #338 / UCSF Fresno / **Leslie Irion** (559) 499-6576 Leslie.irion@ucsf.edu
- **SURGERY:** Suite #216 / UCSF Fresno / CRMC: 1st floor hallway between information desk and back of elevators.
Proceed to the SURG department / **Sonya Garcia** (559) 499-6594 Sonya.garcia@ucsf.edu
- **ORTHO SURG:** CRMC / **2210 E Illinois Ave, Suite 208** / located in Community Medical Plaza (attached to hospital on the 2nd floor next to the elevators), ask for **Andrew Ranta** (559) 459-3546 Andrew.ranta@ucsf.edu or **Lorena Davis** Lorena.davis@ucsf.edu
- **MED (DERM/RAD/NEURO):** Suite #307 / UCSF Fresno / **Christina Soto** (559) 499-6490 Christina.soto2@ucsf.edu
- **EM:** Suite #206 / UCSF Fresno / **Marie Martinez** (559) 499-6447 Marie.martinez@ucsf.edu

UME Office Staff Contact Information

- Kenny Banh, MD, Assistant Dean (559) 499-6530
- Loren Alving, MD, SJV PRIME Curriculum Director (559) 499-6516
- Kasan Jones, UME Program Manager (559) 499-6545
- Dr. Betty Liao, Psychologist (559) 499-6689
- Grace Carlson, SJV PRIME & PRIME+ Supervisor (559) 499-6527
- Trina Hughes, SJV PRIME Career Launch Coordinator (559) 499-6524
- Julie Kaiser, SJV PRIME + Education Lead (559) 499-6517
- Stephanie Covacevich, SJV PRIME + Project Coordinator (559) 499-6559
- Linda Alvarez, Health Professions Specialist (559) 499-6523

UCSF Fresno Center

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