

PGY-1 Survival Guide - Orientation

Kings HR: T bldg, 5th floor

Kings GME (Janice Clarke): T bldg, 3rd floor

SUNY GME: Elevators between medical school and cafeteria, 2nd floor

General Tips:

- If you need to know your salary for apartment hunting, just email Stephanie Lane and she will send you a letter
- NPI number (the only thing due before your onboarding appointment): choose Student -> Trainee -> Student, will allow you to leave the license number blank
- We do not apply for a license until after Step 3
- You will get kings and downstate emails, just be patient
- You do not get paid until the last week or so of orientation, so plan to not have any money until part way through July

Moving:

- Please see attached document detailing areas to live and estimate cost of rent (in process of being updated)
- Estimated paycheck is \$1600; paid bimonthly
- Recommended apps: Street Easy, Hot Pads, Zillow
- **Look for 'no fee' apartments because you may have to pay broker's fee, first month and last month AND security deposit (huge chunk of change)
- **if you are worried about crime in your area, you may check out this website or use google:
https://www.trulia.com/real_estate/Brooklyn-New_York/crime/

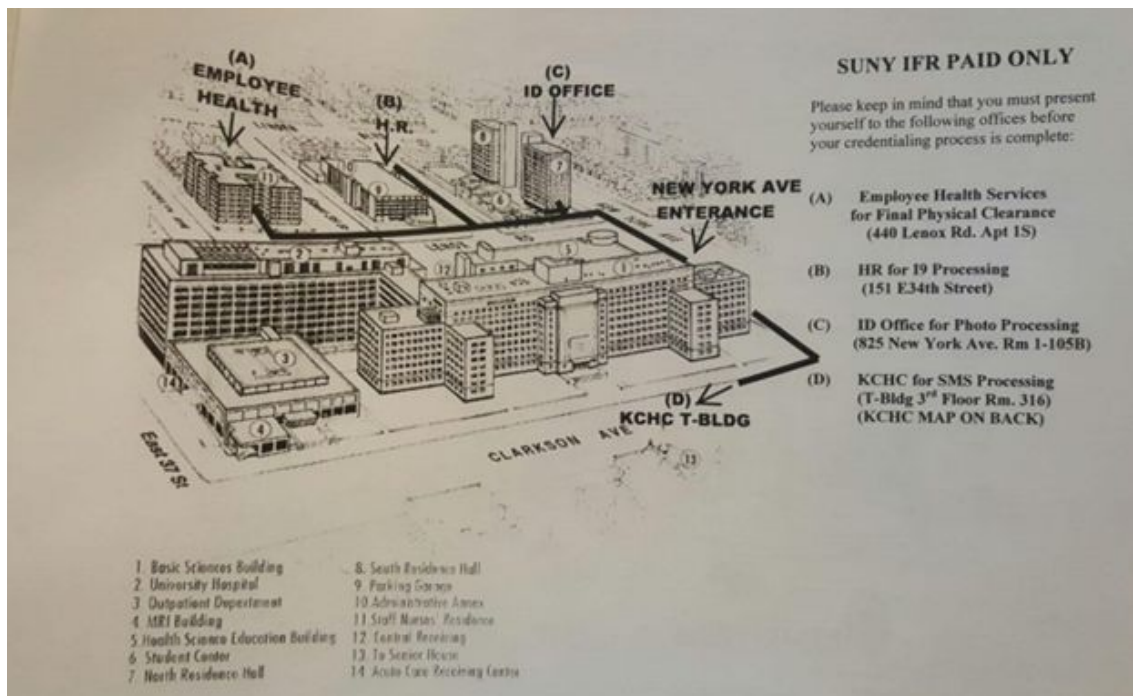
Onboarding Process:

- Call and schedule this early so you have your choice of dates, then everything else you turn in at your appointment
- Don't worry about things you don't have yet (diploma, final transcript, etc), you will take them in once you have them
- Things you submitted to ERAS will be uploaded for you by the program
- Leave your address blank on all your paperwork if you don't have an NYC place yet, you can fill it in late and then turn those pages in
- Send official transcript to: Michelle Henriquez; GME Office, SUNY Downstate Medical Center; 450 Clarkson Ave, Box 1229, Brooklyn, NY 11203
- If you have problems with IHI module, use <http://www.ihl.org/OnlineCourses>
- If you rotated at KCH during medical school, you don't need the \$25 money order

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True Order of Appointments on Onboarding Day:

- Health screening first o Kings (T bldg, Rm 359) opens at 0700 to 1200 for interns - urine test, blood tests (they do a Quant Gold), heart/lungs exam by physician, fit test for N99 masks o SUNY (see map at bottom of this document)
- SUNY GME - Green marble elevators between medical school and cafeteria, 2nd floor, Rm 2-74 (if you're SUNY paid, don't tell Michelle that you already did your health screening)
- Kings HR/fingerprinting - T bldg, 5th floor
- Kings GME - T bldg, Rm 316
- Kings ID office (T bldg, 1st floor) - must go to GME first because they give you a form)
- SUNY ID office (see map below) - Resident Hall, Rm 1-105B



Helpful Phone Numbers

KCH = (718)-245-****

IT x4357

KCH Benefits x2010

Payroll x2173

KCH Pod A x4616 (front), x4620 (back), CCT x4601, Peds x3638

Yuliya Melamud (Assistant Director, Request Access)

Yuliya.Melamud@nychhc.org (718) 245-4007

SUNY = (718)-270-****

IT x4357

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ED x4580







Differences between SUNY and Kings Payroll

- Slight pay gap, changes year to year
- SUNY = 401k with 8% matching; Kings = 457, 403b or 401k with FICA waiver
- Kings union = CIR (you can go on their website and select Kings County Hospital to look at the benefits)
- Kings CIR benefits/reimbursement website: <http://www.cirseiu.org/nychh/> =
- You cannot switch pay sources. The pay source you get as an intern will be your pay source for the entire 4 years of residency.

Kings Paid

- FICA Waiver - for those enrolled in any of the retirement plans making minimum ~9% contribution
- If you are still seeing FICA deduction call Ext 4829 Ms Gray at HR
- You can also walk a copy of your pay stub to Giselle Harrison in HR
- Enroll in Direct Deposit w/ Janice Clarke and view your paystubs on NYCHHC Peoplesoft: <https://hrms.nychhc.org/psp/hrprd/?cmd=login&languageCd=ENG&>

To Set Up Remote Access/E-prescribe:

  Duo Mobile Security made simple  Website to access EPIC (KCH) : https://epicremotedesktop.nychhc.org/portal/webclient/index.html#/desktop Login with HHC credentials. You will need DUO and IMPRIVATA	 TsystemEV5 SUNY Website to access T-system/Healthbridge (UHB) : https://dmcns.downstate.edu/Citrix/RemoteAccessWeb/ Login with T-system credentials
 iOS - (Must be on nychhc wifi or vpn) https://share.nychhc.org/sites/ProjectGo/MobileApps	 Android - (Must be on nychhc wifi or vpn)

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[/Shared%20Documents/2.%20Installing%20Mobileiron%20And%20Haiku%20Canto%20from%20Scratch%20iOS%20v3.pdf](#)

<https://share.nychhc.org/sites/ProjectGo/MobileApps/Shared%20Documents/3.%20Installing%20Haiku%20and%20Mobileiron%20from%20Scratch%20Android%20v4.pdf>

Cyacom

- Can add the cyacom # to your contacts, and use the Wifi at KCHC or Downstate instead of hunting down the blue phone (ask one of the PGY2 and we will share, and you can subsequently share it out)
- Instead of yelling endless variations of “Haitian Creole” to the automated prompter on Cyacom, when prompted for language, press ‘3’ and input the language code
 - https://drive.google.com/file/d/0B_vAn-KKfjtNeFhpR0UzdC1nTHVxTDVqQ1JxTEJkVUpaQ3g0/view?usp=sharing

Recommended Websites to Keep On Your Browser:

- <http://clinicalmonster.com/>
 - our residency website
 - username: suny, pw: suny12
 - has main ED quad schedule, tangier for your schedules, procedure notes, consents, intern survival guide for PGY1 rotations, residency handbook, etc
- UpToDate
- [Emedicine.medscape.com](http://emedicine.medscape.com)
- New Innovations -<https://www.new-innov.com/Login/Login.aspx>
- ICD 10 look up- <https://www.nuemd.com/icd-10/codes>
- MDCalc
- HousestaffHandbook.com (sign up for it! Has all the Kings clinic hours and locations when you discharge patients)
- WikiEM.org Recommended

Phone Apps

- WhatsApp
- UpToDate (can open website through a Downstate or Kings computer, register an account and get it free!)
- Epocrates
- WikiEM
- CanopySpeak (when you have translation difficulties and just want to ask one question as opposed to waiting for Cyacom)
- DUO/IMPRIVATA

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- Rosh Review (you will get access through the residency)
- EMRAP (you will get access through the residency)
- MDCalc
- PediSTAT (costs \$4.99 but kid dosages are hard. This makes things easier)
- VisualDx (dermatology-recommended, rashes are hard)
- ALIEM recommended apps*:
<https://www.aliem.com/2015/11/best-mobile-apps-2015-acep-live-talks/> o *Have not watched this so cannot say yes or no to the applications they recommend

Podcasts

- EMRAP (once you get access)
- EMBasic
- Academic Life in Emergency Medicine
- EMCrit Podcast (for more senior people)
- Pediatric Emergency Playbook
- The Skeptics Guide to Emergency Medicine

Additional Resources:

- Kings County/SUNY Downstate 2016-2017 Handbook
 - o <http://files.clinicalmonster.com/password/residency/EM%20Residency%20Handbook%202016-2017.pdf>
- ALIEM intern recommended topics**:
<https://www.aliem.com/2017/07/greatest-hits-interns-curated-high-yield-topics/> o **Have not gone through the whole list so cannot say yes or no to their recommendations but feel free to check out

Problems with pagers

- UHB basement at ALL1526

Export & Sync Tangier Calendar (Attending Schedule)

- Step 1: log in to Tangier
- Step 2: at the top right click on share
- Step 3: click on subscribe
- Step 4: this step is different depending on your platform, adding manual or having it send an email is the most fool proof, but sometimes it is a 'clock on the calendar symbol' they tell you to click on
- Step 5: skip if you added through email or the button. On Google calendar, click on the down arrow next to more calendars and click add Calendar by URL. Put in the provided URL and click save.

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- Step 6: only for Google calendar on your phone. I don't use an iPhone or iCal. For Google calendar, open your app and click on the the horizontal lines at the top left. Scroll down to settings. Click on show more under the account you added the calendar. Click on the named calendar and then select sync.

PROMOTION REQUIREMENTS

1. Rosh Review

Complete 450 questions with an average of 70%. For those in Board Review, the assigned quizzes do not count towards your 450. The Mock ITE can either count towards your 450 **OR** can count as three hours of III if completed before the in service date. Please log this under Dr. Hassel.

2. 36 Hours of III (attached options) (18 hrs for EM/IM)

You are required to complete 36 hours of asynchronous learning per year. You can log up to 48 hours per year, which will contribute to your overall conference requirement.

How to log asynchronous hours in **New Innovations**:

For each 1 hour of credit, you must input a separate entry in the "Procedure Logger" selecting "1 hour of Individualized interactive instruction " as the procedure. The following is a list of required fields to complete for each entry:

1. Patient ID: NA
2. Last Name: NA
3. Patient Type: Asynchronous Learning
4. Date Performed: Date activity was completed
5. Procedure: 1 hour of Individualized interactive instruction
6. Supervisor: Name of supervising attending
7. Role: Performed Procedure
8. Diagnosis Text: Name of activity completed - be specific! (i.e. EB Medicine: Title of article completed)

If you need to submit learning objectives or a certificate along with the hour, please email it to your class dean. If the activity is worth more than 1 hour of credit, you must log the activity an additional time for each additional hour of credit (i.e. upon completion of the IMSAL Advanced Airway Skills Course, you would log the activity 4 times to receive all 4 hours of credit but please place "hour 1, hour 2 in the comments section). You will receive credit upon verification by the supervising attending of your participation and satisfactory completion of the activity.

Warning: If an entry in New Innovations is incomplete or incorrectly submitted, it may be refused or deleted upon review.

3. Complete all evaluations in New Innovations

You must only write nice things about your chiefs. For everyone else, please provide honest, constructive feedback. This is to ensure we continue to improve ourselves and the program.

4. Competencies

You must log five chief complaints, three procedures, one of which must be an ultrasound (US guided lines do not count), and one resuscitation. These are logged as procedures in New Innovations.

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Eligible Chief Complaints: abdominal pain, abdominal trauma, AMS, chest pain, chest trauma, dizziness/vertigo, dysuria, extremity trauma, focal neuro deficit, headache, nausea/vomiting, rash/skin lesion, rectal bleeding, seizure, SOB, syncope, vaginal bleeding, vision/eye problem

Eligible Procedures: central line, chest tube, cric, dislocation/reduction, DPL, ED thoracotomy, intubation, foley catheter, lumbar puncture, paracentesis, suture

5. Follow Ups

Please complete the four follow ups assigned under evaluations in New Innovations.