

# JULY 1, 2009 INCOMING RESIDENT/FELLOW ORIENTATION

## WHO SHOULD ATTEND ON JULY 1?

- Residents/fellows who are new to UB sponsored training programs and will begin their training at the PGY2 level or higher should attend this orientation.
- Residents/fellows must pre-register on-line for this orientation by APRIL 15, 2009.
- All residents/fellows must complete the on-line tutorial no later than JUNE 5, 2009 in order to participate in this orientation. Those who fail to do so will not be permitted to start employment and will have to attend a later orientation session after they complete the tutorial. (*Refer to the Off-sync Orientation information listed in the Orientation Section.*)
- PGY1 residents/fellows unable to attend the IRW orientation MUST have the approval of the Program Director and Office of Graduate Medical Education to attend the July 1 orientation.
- Residents/fellows are paid for participation in this orientation.
- ***NOTE: Current UB Residents/Fellows changing pay lines only [eg. UMRS to VA or VA to UMRS] should NOT attend the 7/1/09 orientation.***

## RESIDENT/FELLOW PHYSICALS:

- Resident/fellows physicals will automatically be scheduled into the July 1 activities.

## 7/1/09 ON-LINE REGISTRATION:



- **On-line Registration:**  
**MUST BE COMPLETED NO LATER THAN APRIL 15, 2009.** To register, residents/fellows should go to: <http://resident.med.buffalo.edu/register>, then choose '7/1/09 Resident/Fellow Orientation' (on-line registration is available now through 4/15/09). **ON-LINE REGISTRATION DEADLINE—APRIL 15, 2009.**
- **Not Pre-Registered?**  
Residents/fellows who have NOT pre-registered for the July 1 orientation will not be permitted to participate that day and will be required to attend an “off sync” orientation at a later date.

Residents/fellows with an anticipated start date of 7/1/09 who fail to pre-register and/or attend the 7/1/09 orientation, will not be permitted to start their residency/fellowship training until after completion of an off-sync orientation and pre-employment physical.

## RESIDENT/FELLOW EMPLOYMENT PAPERWORK:

- Residents/fellows will not be able to participate in the 7/1/09 orientation if employment paperwork was either received late (**after 5/8/09**) to the GME office or incomplete. If the resident/fellow arrives at the orientation and has incomplete or late paperwork, they will be sent back to the hospital and required to return to GME for an “off synch” orientation at a later date. (*For a list of the necessary employment paperwork, refer to the thumb drive given to you at the PA meeting. Completed paperwork must be received in GME by 5/8/09.*)

## RESIDENT/FELLOW ON-LINE TUTORIAL & INFECTION CONTROL CERTIFICATION:

**On-line Tutorial—There is a \$40.00 processing fee required for the on-line tutorial:** All residents/fellows must complete the on-line tutorial no later than **JUNE 5, 2009** in order to participate in the 7/1/09 orientation. Once you register for the July 1 Orientation, you will receive an email confirmation and instructions on how to complete the MANDATORY on-line tutorial. If you do not receive a email confirmation, contact Jason Crosby ([jscrosby@buffalo.edu](mailto:jscrosby@buffalo.edu)) and he will resend you the email confirmation. **NOTE: Please check your “junk mail box” for the confirmation as sometimes it is posted there.**

**Infection Control Certification:** This is required before residents/fellows may work in any of the affiliated hospitals. If you do not have a current Infection Control Certificate, residents/fellows are required to complete an on-line infection control course by June 2, 2009. Infection Control certification is good for four years. Infection Control course information is included in the on-line tutorial.

**Residents/fellows MUST give their program coordinator a copy of the Infection Control Certification completion by June 2, 2009.**

Payment for the course may be made on-line by credit card. If you are unable to pay on-line by credit card, mail the check or money order made payable to **“UB FOUNDATION”**:

Pat Krupp  
Program Coordinator, Graduate Medical Education  
University at Buffalo  
3435 Main Street—117 Cary Hall  
Buffalo, NY 14214

**NOTE:** If you do not mail the check or money order, please bring payment to the orientation registration check-in on 7/1/09. If payment is not received by 7/1/09, residents/fellows will not receive their lab coats until payment is made.

**PARKING:**

**RESIDENTS/FELLOWS** are to park in UB’s SHERMAN PARKING LOT on UB’s South Campus (off Bailey Ave.—across from the VAWNYHS hospital, turn at the signal onto the Sherman Road entrance, park in the Sherman parking lot on the left). Enter the Cary/Farber/Sherman Hall building directly across from the Sherman parking lot. Follow the hall signs to the registration/check-in area near Butler Auditorium in Farber Hall.

**FACULTY/PROGRAM ADMINISTRATORS/INSTRUCTORS** are to park in the MICHAEL PARKING LOT on the South Campus (off Bailey Ave.—turn onto Michael Road, park in the Michael parking lot on the left).

***NOTE:** Parking hang tag passes will NOT be required in these two lots on July 1 only. Parking tickets will be issued in any other parking lot that day without a parking hang tag pass.*

**7/1/09 ORIENTATION CHECK-IN:**

- Check-in 7:30am, Butler Auditorium, Farber Hall, UB South Campus (please be prompt). All items listed on the attached tentative agenda **MUST BE COMPLETED BY THE RESIDENT/FELLOW ON JULY 1, 2009.** Residents are required to stay and attend the full day orientation program.

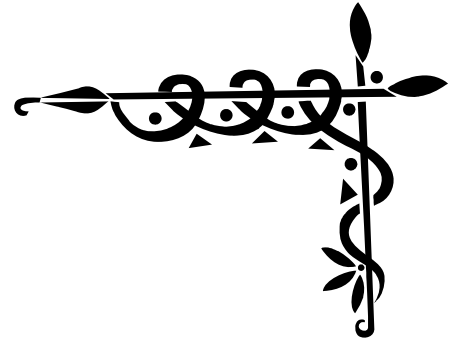


**REMINDER DATES FOR JULY 1 ORIENTATION:**

4/15/09—July 1 Resident/Fellow Orientation Registration Deadline  
5/8/09—Resident/Fellow Employment Paperwork Deadline  
6/5/09—Resident/Fellow On-line Tutorial Deadline  
6/2/09 —Infection Control Certification Deadline

**Questions:**

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AGENDA  
Incoming Resident /Fellow Orientation  
7/1/09

***Orientation Check-in***  
*(Breakfast is provided)*

***Introduction and Welcome***

***Rotation Stations:***

Benefit Enrollment  
Employment Questions  
Lab Coat Try-on  
Physicals  
Mask Fit Testing  
Sharps Safety Demonstration  
Fingerprinting (for residents/fellows who rotate to the VAWNYHS only,  
this will be on individual schedules received at orientation)

***Lunch Break***  
*(Lunch is provided)*

***Lectures***  
Various topics will discussed.  
*(Refreshments are provided)*

***Lab Coat & Name Stamper Distribution***

