

OE SD 1

UCSF Health 2020

UCSF Health's mission, vision and values convey the reasons we exist as an organization, what we aspire to as an organization and the way we will work to get there. They are a unifying force that link all of us together.

Mission

Our mission — the reason we exist — is Caring, Healing, Teaching and Discovering.

Vision

Our vision — what we want to be — is to be the best provider of health care services, the best place to work and the best environment for teaching and research.

Values

Our values statement — our guide to the individual and organizational behavior we expect — is embodied in the acronym PRIDE:

P for Professionalism, how we conduct ourselves and our business

R for Respect for our patients, families, ourselves and each other

I for Integrity, always doing the honest, right thing

D for Diversity, understanding and embracing the diverse beliefs, needs and expectations of our patients, community and employees

E for Excellence, what we strive for in everything we do

The fellowship orientation takes place during October in the week preceding the program start date of November 1. The orientation lasts approximately 4 hours. Content is delivered by Thomas Farley Program director. The meeting is held in person at the medical center. The fellowship orientation content is reviewed. This information is available online as a reference for the fellows.

UCSF NP Fellowship Orientation

Professionalism

You are a UCSF advanced practice provider and APP fellow. People are often still being introduced to this program and the role of the APP. Be mindful of the opportunity to represent APPs and the numerous benefits we provide.

You are expected to uphold the standards of professional conduct/competencies set forth by UCSF. These competencies are necessary for APPs to meet the complex challenges of translating rapidly expanding medical knowledge into practice and function in a changing healthcare environment.

- **Medical Knowledge:** AHPs must demonstrate core knowledge about established and evolving biomedical and clinical sciences, and the application of this knowledge to patient care in their area of practice. In addition, AHPs are expected to demonstrate and investigative and analytic thinking approach to clinical situations.

Medical knowledge includes the synthesis of pathophysiology, patient presentation, differential diagnosis, patient management, surgical principles, health promotion, and disease prevention.

- **Interpersonal & Communications Skills:** AHPs must demonstrate interpersonal and communication skills that result in effective information exchange with patients, patients' families, physicians, professional associates, and other individuals within the healthcare system.

- **Patient Care:** AHPs must demonstrate care that is effective, safe, high quality, and equitable.

- **Professionalism:** AHPs must demonstrate a high level of responsibility, ethical practice, sensitivity to a diverse patient population, and adherence to legal and regulatory requirements.

Professionalism also requires that AHPs practice without impairment from substance abuse, cognitive deficiency or mental illness.

- **Practice-based Learning & Improvement:** AHPs engage in critical analysis of their own practice experience, the medical literature, and other information resources for the

purposes of self and practice improvement. AHPs must be able to assess, evaluate, and improve their patient care practices.

• **Systems-based Practice:** Systems-based practice encompasses the societal, organizational, and economic environments in which healthcare is delivered.

Expectations

- Treat others with respect. This is reflected in your attendance and your timeliness
- Understand and communicate your needs to the program faculty. You are adult learners.
- You may contact any of the site coordinators of the rotation you are on to discuss any concerns or requests you have
- You may contact the program director Thomas Farley NP via UCSF global email for routine requests or for urgent requests or emergencies you may text or call
- The program director Thomas Farley will host office hours every Wednesday afternoon from 1300-1600. Please text if you would like to meet to discuss any concerns regarding the fellowship program or life at UCSF.

Absences

We understand that clinicians have situations which may prevent them from working. We do not want to put our patients at risk by exposing them to communicable diseases. If you cannot report to work due to illness notify the rotation coordinator and the program director. You will be required to complete a COVID screening daily when entering the hospital or clinic.

Vacation

You will have all university holidays off. In addition you are allotted two one week periods of vacation. We strongly recommend splitting up the weeks to allow for two vacation time periods during the year. Your vacation schedule will be coordinated in November when you start the program.

<https://controller.ucsf.edu/calendars-schedules>

Rotation Schedule

The current rotation schedule can be found in New Innovations. Rotations begin on the first day of each month. You will rotate to a new practice based learning clinical site every month. There are seven different clinical rotations: critical care medicine, liver transplant, kidney transplant, acute care surgery, plastic surgery, neurosurgery, and interventional cardiology. Aletta Arlo the program analyst will send an email around the 21st day of each month introducing you to the preceptor in your next rotation. Please contact the preceptor at your next month rotation one week before you are due to start. That is when you will collaboratively create your day to day schedule. Occasionally rotations may be rescheduled due to last minute changes in preceptor availability. If you need a day/weekend off during a certain month, please let the site coordinator/preceptor know ASAP. They will do their best to help accommodate your request.

Evaluations

Evaluations are an integral element of the program. They allow program faculty to track your progress, allow you to give appropriate feedback to program faculty, and are mandated by our accreditation. Evaluations include:

- § Fellows self-assessment pre-start and month 12
- § Fellows readiness for practice months 1, 5, 11
- § Preceptor evaluation of fellow monthly
- § Fellow evaluation of preceptor monthly
- § Fellow evaluation of rotation monthly
- § Evaluation of didactic content
- § Evaluation of simulation session

You will be emailed a link to an evaluation. Completion of these evaluations is a contingency for completion of the fellowship.

In addition, the one of the fellowship directors will be contacting you mid each rotation. This is a chance to self-identify areas of strengths or weakness in the rotation and to receive feedback and support. This may take place in person or electronically

Fellowship program director or site coordinators may be contacted at any time with other questions or concerns.

Self-reflective journal

The goal of your journal is to voice personal feelings and responses while developing and applying critical thinking skills. Use your journal assignments to:

- To identify or recognize your strengths, so you can capitalize on these;
- To acknowledge your current limitations;
- To identify areas for self-improvement and development;
- To identify ways of learning that suit you best;
- To gain insight into your potential contributions to future tasks;
- To recognize your own mistakes and the mistakes of others.

Your journal entries will take place in NI. You will receive assignments to complete your journal entries.

Scholarly curriculum

This year the program will be implementing a scholarly project curriculum in conjunction with the UCSF Institute for Nursing Excellence. The goal of the curriculum is to build upon the knowledge you gained in graduate school in creating an evidence based project. Examples of this project may be:

- Create a presentation for CANP, AACN, or SCCM conference
- Create in-service lecture for UCSF AG-ACNP students
- Submit a manuscript to a peer reviewed journal or newsletter

We are here to help mentor you with this project, but you should start thinking of the goal of this project during month one of the fellowship year.

You will be attending monthly meetings to learn the curriculum and receive feedback on your progress.

Continuing education

We encourage you to expand your knowledge base not only in your clinical rotations, but also by attending conferences.

The following websites are good resources for identifying conferences that you may want to attend:

UCSF CME: <https://goetrak.cdcsoftware.com/t-ucsfsm/etrakWebApp/meetings.aspx>

Harvard CME: <https://cmecatalog.hms.harvard.edu/>

Mayo Clinic: <https://ce.mayo.edu/courses>

CANP: <http://canpweb.org/events/annual-educational-conference/>

Equipment

Professional Attire

You will both have access to wear UCSF scrubs. You can also purchase UCSF branded items at the UCSF Bookstore <https://www.bkstr.com/california-sfstore/home> Alternatively, you may wear business casual and a lab coat. Additional scrubs can be obtained from the men's and women's locker room on the 5th floor. (at the same position as where the call room is), code is the last 4 digits on your ID Please be mindful to wear your UCSF ID badge at all times. It is not permissible to wear branded apparel from other medical centers or universities.

Unfortunately the fellowship does not provide lab coats at this time. We recommend the <http://www.allheart.com/meta-labwear-mens-38-inch-knot-button-lab-coat/p/wh800/>

Pagers

You will be issued a pager. This is to be returned to the program director at the end of the fellowship. It has been registered thru Pagerbox (www.pagerbox.com) as well as thru Careweb (<https://medctr-ucsf--c.na43.visual.force.com/apex/careweb>). These are key to communicate with the multi-disciplinary team about your patients. Additionally it is common that teams communicate with you on your personal cellphone. Please make sure your cellphone is encrypted.

Electronic Devices

If you need to do charting or look up patient information at home, VPN sign up is available at <http://it.ucsf.edu/services/vpn>. Additionally UCSF requires that your computer be encrypted. Please do not access even email if your computer is not encrypted.

https://it.ucsf.edu/how_do/how-determine-your-computer-encryption-status

If you have a problem with encrypting your device, contact the IT Service Desk at (415) 514-4100.

To see if your device is encrypted:

- Go to **Settings**
- Go to **Mail, Contacts, Calendars**
- Ensure the **UCSF Exchange Server** is listed (Note: It may be listed as another name, depending on how you named the UCSF account, but most people should have it listed as UCSF)

Please note: This applies to iPhones and iPads **only**. Only enabling password-protection does **not** encrypt desktop computers, laptops or other mobile devices.

- **iPhone or iPad:** You can presume it is already encrypted if you are connected to UCSF email using the mail client, as the settings are automatically pushed down and enabled.
- **Android 3.x or newer:** You can presume it is already encrypted if you are prompted to enter an encryption key or PIN every time you power on the device (black screen). This happens before you see your home screen password prompt. [Encryption instructions](#).
- **Computer:** <https://it.ucsf.edu/how-to/remote-work-resources>
- Haiku and Canto are mobile applications used to access APeX from a mobile device (e.g., iPhone, iPad, Android). They have been approved as safe for clinical use by UCSF Audit Services and an external security firm. You must connect to UCSF Exchange ActiveSync to receive the security policy settings to your iPhone, iPad, or Android device prior to using Haiku or Canto. For additional detail: http://apex/technology/files/Haiku_Canto_Release_Physicians.pdf

Resources

You will be provided a link to our online fellowship supporting content in Box. Most program content is loaded into New Innovations.

The New Innovations program contains the goals and objectives for each rotation, as well as course curricula that are mandatory reading for each rotation. Please provide feedback to the program administrators about resources that should be included that will helpful to other fellows.