

From: Moynihan, Timothy M
Sent: Wednesday, July 19, 2017 12:14 PM
To: ClassOf2021 <classof2021@med.uvm.edu>
Cc: Delaney, Tiffany J <tiffany.delaney@med.uvm.edu>; Zehle, Christa H <Christa.Zehle@med.uvm.edu>
Subject: Orientation Assignments Due August 5th – **Orientation Assignment #1**

Dear co2021,

By now you've received your COMID credentials and logged in to COMET (<https://comet.med.uvm.edu>) for the first time to view the Orientation course home page and calendar ("VIC Calendar"). If you haven't, please take some time to familiarize yourself with these electronic resources, they are essential components of your Foundations curriculum.

Please note that Orientation has **pre-course assignments due by August 5th**. See the attached letter from the Office of Diversity & Inclusion (ODI) detailing these assigned five steps for the *Finding Our Common Ground* event happening on the third day of the Orientation course. If you have any questions about these assignments, please email Tiffany Delaney, Director Office of Diversity & Inclusion: tiffany.delaney@med.uvm.edu.

If you have any technological difficulties while accessing the COMET Orientation home page or the VIC Calendar, please contact the COMTS help desk M-F: (802) 656-7300.

All the best,

The Vermont Integrated Curriculum (VIC) Team
Office of Medical Student Education





July 18, 2017

Dear Class of 2021:

Welcome to the UVM Larner College of Medicine and the Office of Diversity & Inclusion's *Finding Our Common Ground* orientation event!

Finding Our Common Ground provides a framework for enhancing (or refreshing) your knowledge of concepts related to diversity, inclusion, and cultural competency. Knowledge of these concepts are essential to living in a diverse community, such as ours, as well as to your success as a future physician. Over the next four years you will have the opportunity to reflect upon the influences that have shaped your various identities—including personal and social—and through these reflections you can improve your chances successfully navigating an increasingly multicultural world.

We should keep in mind that growth is not always easy for humans. There will be situations throughout your time in medical school and beyond where people can be right on both sides of an issue or belief -- sometimes there may not be one right answer to a question. It is essential to approach the change process knowing that compromise, patience, and understanding must be central themes. This approach will assist us in building a culturally competent community.

To ensure that everyone is prepared to engage in the workshop we are asking you to complete the following:

IN COMET:

Select the "Finding Common Ground" green tab. Instructions for completing the following tasks are located on the main page.

STEP 1. - Pre-Test (*please complete no later than August 5th*)

STEP 2. – Review Cultural Competencies list

STEP 3. – Review eModules (*please complete no later than August 5th*)

STEP 4. – Complete the Mini-Bio (*please complete no later than August 5th*)

STEP 5. – Complete the Intercultural Development Inventory (IDI). The link for the IDI was sent to your UVM email address. If you did not receive a link please email tiffany.delaney@uvm.edu (*Please complete no later than August 5th*)

Please do not hesitate to contact us if you have any questions and enjoy the rest of your summer!

Best,

Margaret A. Tandoh, MD, FACS (she/her)
Associate Dean for Diversity & Inclusion

Tiffany Delaney, MA. Ed. (she/her)
Director, Office of Diversity & Inclusion

Michael D. Upton, MD (he/him)
Faculty Development Liaison, Office of Diversity & Inclusion

From: Moynihan, Timothy M
Sent: Thursday, July 27, 2017 12:22 PM
To: ClassOf2021 <ClassOf2021@med.uvm.edu>
Subject: **Orientation Assignment #2:** Ropes Course Release Form **Due 1pm August 9th**

Dear Class of 2021:

On the Orientation electronic calendar ("VIC Calendar"*) please click on the Thursday, August 10th 11am-5pm *Adventure Ropes Course (ARC) Team-Building Activity* session, which will display session details on the right side of the screen. Please review these session activity notes, activity objectives, and *download--under Materials--* the "Ropes Course Release Form" PDF to read, print, complete, and return to the OMSE front desk (note: an OMSE staff member must receive this form when dropping off). **The required deadline to return the completed form to the OMSE office (Given N-100) is Wednesday, August 9th at 1pm.**

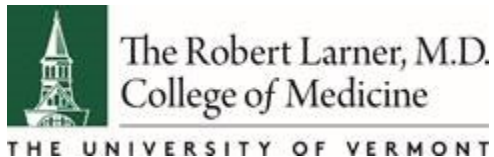
This is your second required assignment for the Orientation 2017 course. Also, a reminder to please complete the first Orientation assignment for *Finding our Common Ground* (see 7/19 email "Orientation Assignments Due August 5th") by the August 5th deadline.

If you have any questions, please feel free to contact me: timothy.m.moynihan@med.uvm.edu

***Navigating to VIC Calendar:** log in to COMET (<https://comet.med.uvm.edu>) > Select "Orientation (Class of 2021)" in My Courses > Select the green "VIC Calendar" button on the Orientation course home page > Select "your calendar"

Best,

Timothy M. Moynihan, MA
Foundations Curriculum Coordinator
Office of Medical Student Education
Larner College of Medicine
University of Vermont
(802) 656-2333



From: Moynihan, Timothy M
Sent: Friday, July 28, 2017 3:15 PM
To: ClassOf2021 <classof2021@med.uvm.edu>
Cc: Willette, Brittany <Brittany.Willette@med.uvm.edu>
Subject: **Orientation Assignment #3:** UVM Medical Center ID Badge Form **Due 10:30am August 11th**

Dear co2021 Students,

This message is to notify you of your **third assignment for the Orientation Course**: please complete the attached *UVM Medical Center Student/Affiliate Application* (i.e., UVM MC “badge form”). Students are **required** to **turn their completed form between 10:30am and 10:45am on Friday 8/11**, directly following the Student Accessibility Services (SAS) presentation ending at 10:30am. A table will be set up directly outside of Med Ed Center 200 (Sullivan Classroom) for students to turn in this form and receive a UVM Medical Center ID badge.

Note: this form is also available in the 10:30am session on the VIC Calendar and in the “Required Assignments” green button in [COMET](#)

Have a wonderful weekend!

Tim Moynihan

Timothy M. Moynihan, MA
Foundations Curriculum Coordinator
Office of Medical Student Education
Larner College of Medicine
University of Vermont
(802) 656-2333



The Robert Larner, M.D.
College of Medicine

THE UNIVERSITY OF VERMONT

The University of Vermont Medical Center
111 Colchester Avenue
Burlington, VT. 05401

Student/Educational Affiliate Application

PLEASE PRINT

First Name: _____	Last Name: _____
Address: _____	City/State: _____ Zip: _____
Phone: () _____	Email: _____
Date of Birth: _____	Last 4 Digits of SS# _____
School or program: _____	Year in School: _____
School or Program	School or Program
Contact Name: _____	Contact Number: () _____
UVMCM Sponsor: _____	
Name	Title
Contact #	
UVMCM Department Assignment: _____	
Start Date: _____	End Date: _____

Please read this section carefully before signing.

1. I understand and agree that I must hold as absolutely confidential all information that I may obtain directly or indirectly concerning patients, patients' families, and staff.
2. I will be punctual, conscientious and conduct myself with dignity, courtesy and consideration in an effort to create a positive environment for patients.
3. I will wear appropriate dress for a business atmosphere. (i.e: no open toes shoes, jeans, cut off or sleeveless tops)
4. I understand and accept that my access to computerized and manually generated UVM Medical Center data will be restricted and monitored. I will not access, review, change and/or copy any Records that are not directly related to my duties and obligations at UVM Medical Center.
5. I understand that electronic mail is not a secure system. Any electronic mail that I send will not contain information that could identify, directly or indirectly, any patient, personnel or financial information without being reasonably protected with a password and/or encryption.
6. I understand that sharing my system password with, or allowing my account to be used by another person is prohibited and I agree to report any suspected breaches of UVM Medical Center's Comprehensive Confidentiality Policy to UVM Medical Center's Information Services Security Office at 847-8291 or IS-Security@vmednet.org
7. I understand that my assignment is contingent upon my successful completion of UVM Medical Center Mandatories.
8. I understand that UVM Medical Center reserves the right to terminate my assignment/internship as a result of failure to comply with organizational policies, rules and regulations.

I have read and agree to each of the above conditions.

Signature _____ **Date** _____

FOR SPONSORING DEPARTMENT USE:

User ID/M#: _____ **Mandatory Completion Date:** _____

Start Date: _____

PLEDGE OF CONFIDENTIALITY

The University of Vermont Medical Center

As a Student at The University of Vermont Medical Center, I understand that I may have access to confidential information about patients and family members.

I understand that all patients have a right to privacy and confidentiality.

I understand that a patient's right to privacy and confidentiality is protected under state and federal law.

I understand that I should only access and disclose confidential patient information required to fulfill my student responsibilities.

I understand that I am required to comply with The University of Vermont Medical Center policies and procedures concerning computer access and use and that I have completed the mandatory education requirements prior to beginning my assignment.

I agree that I will not:

- Reveal the names or identities of patients or family members.
- Repeat statements or communications made by or about a patient or family member.
- Reveal any information that I may learn about a patient or family member as a result of my role here.

I have read this statement and understand my obligation to maintain patient confidentiality. I agree to honor that obligation. I understand that if I fail to honor my obligation to maintain patient confidentiality that I may be dismissed from the Student Program.

Please PRINT your name

Signature

Date