

DRESS CODE, ID BADGES AND EVALUATIONS

Attire and Equipment: Due to COVID-19, inbound rotators must enter any RRH site wearing a face mask. Please bring your stethoscope, pager or cell phone, home institution ID and school white coat. All inbound rotators are required to wear business appropriate attire or scrubs as determined by the department they are rotating with as well as closed toe footwear.

Parking/ID Badges: If you are a RRH core rotator, you will receive your ID badge(s) at your orientation session on your first day of rotation. If you are a LECOM student completing an elective rotation with us, you will be required to visit the parking/security office at your appropriate location listed below.

Please note that most sites have their own ID badge. You will be required to obtain an ID badge for each specific site you rotate at and can ask your department for assistance if need be.

- **Clifton Springs Hospital:** Located in the SPD building next to Receiving/Bio Med. Only a few steps away from the Emergency Department side door/hallway and manned 24/7. If needed, their contact number is 315-462-0111. Parking is free at Clifton Springs. Park in any designated employee parking lots located around the hospital.
- **Rochester General Hospital:** Located on the first floor of the Carter Street Parking Garage. Office hours are Monday-Friday from 7AM – 5PM. You will park in the Portland Avenue Garage on the top level and will need to register your vehicle at the parking office sometime on your first day which will allow you to exit the garage each day for a reduced fee of \$1.50. Please bring your vehicle registration and license with you.
- **Newark-Wayne Hospital:** Located adjacent to the Emergency Department reception area and is manned 24/7. If needed, their contact number is 315-332-2221. Parking is free at Newark-Wayne.
- **United Memorial Medical Center:** An ID badge will be provided to you from HR. Parking is free at UMMC.
- **Unity Hospital:** Located midway down Hallway 5 off the main hospital corridor. Parking is available to all students in the employee parking lots free of charge.
- **Various Ambulatory Sites:** Please wear your LECOM ID badge unless issued an ID badge at your site. Parking is free at most ambulatory sites.

Evaluations: Please ensure that you are inputting your preceptor's name and email into eValue* on time! This may be submitted up to a week prior to the conclusion of your rotation. Preceptors cannot give an accurate grade representative of your performance when this is delayed. It is our mission to submit your evaluations in a timely manner. Thank you!

Personal Storage/Lockers: Each facility has a designated space for personal storage and computer use.

- **RGH:** located on the 5th floor in room A5700. Lockers for personal storage and RRH computers for student use. →Door Key: 7676
- **UMMC:** lockers in basement. Students welcome in Resident Lounge as well as Medical Library.
- **CSH:** Designated room located on 2nd floor across from Café.
- **UH:** Student lockers available in the Dept of Medicine. Computers available in the Medical Library.
- **NWH:** See preceptor for details for office space.
- **Ambulatory Sites:** See specific site leader for details.

This information can be located under LECOM Connect:
<https://education.rochesterregional.org/office/>