



MOUNT SINAI
SCHOOL OF
MEDICINE

NEW YORK

Getting Started, Getting Settled

A Guide for Faculty

Mount Sinai School of Medicine



2nd Edition, October 2010



MOUNT SINAI
SCHOOL OF
MEDICINE

Dear Incoming Faculty Member:

Welcome to Mount Sinai School of Medicine!

We hope that you will find *Getting Started, Getting Settled* helpful during your early days at Mount Sinai. It pulls together information from both the [School](#) and [Hospital](#) websites as well as from the Medical Center [intranet](#). Although the guide does not contain every campus policy, procedure and resource, it does include a great deal of key information to help you get off to a good start.

The first section of *Getting Started, Getting Settled* highlights documents you must submit for your employment and appointment, and both the first and second sections outline other information you will need in your earliest days here. (Your department administrator will be critical in helping you with many details.) Later sections are devoted to more general information about programs and resources.

I wish you much luck in your career at Mount Sinai. Please feel free to contact me if you need assistance of any kind.

Sincerely

A handwritten signature in black ink that reads 'Leslie Schneier'. The signature is fluid and cursive, with the first name 'Leslie' being larger and more prominent than the last name 'Schneier'.

Leslie Schneier
Associate Dean for Faculty Affairs and Administration
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A GUIDE FOR NEW FACULTY
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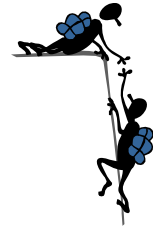
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PART I – GETTING STARTED

ITEMS REQUIRING IMMEDIATE ATTENTION/ACTION



A. NEW HIRE PROCESS: GETTING ON PAYROLL

Your Department Administrator will help you to complete all steps required for you to go on payroll in a timely fashion:

- Toxicology Screening – All employees must undergo a toxicology screening as the first step in the intake process. Your Administrator will give you a Chain of Custody form to take to a participating laboratory.
- Employee Health Clearance – Faculty who **do** need clinical privileges may have their physical done by either Mount Sinai’s Employee Health Services (EHS) or by their personal physician. Faculty who **do not** need clinical privileges **must** undergo a physical examination at EHS (2nd floor, 17 East 102nd Street, between Fifth and Madison Avenues; 212-241-6086). Your Administrator will make the appointment for you.
 - *Note: EHS will not perform the physical exam until you are cleared on your toxicology screening.*

Once you have received health clearance, you will complete the following:

- I-9 Employment Eligibility Verification – All employees must complete this form. Your Administrator will advise you on required documents.
- W-4 Tax Withholding Certificate – You must complete your W-4 form on-line using the “Sinai Central” system. (Your Administrator will arrange access to Sinai Central.) See instructions in Part I-E for logging onto [Sinai Central](#) and then click the “Home” tab, followed by the “Employee Self-Service” tab and then “Tax Forms.”
 - *Note: Your Administrator will assign a Life Number (a unique employee identification number), which you will need to complete your electronic W-4. Your Life Number will also be your identification number for many other functions at Mount Sinai.*
- Automatic Payroll Deposit – You can arrange to have your paycheck deposited directly into your personal bank account by completing an on-line “Authorization or Change for Direct Deposit of Payroll” form on the Sinai intranet (accessible only on-campus) under [Payroll Services](#).
- Signing Up for Benefits – Human Resources or your Department Administrator can provide you with a hard copy overview of Mount Sinai’s BeneFlex program. [For Benefit Enrollment, Re-Enrollment or Changes](#) log on using your Social Security number and your PIN number. Phone inquiries can be directed to Mount Sinai Benefits Center/ADP at (866) 700-6762.

Your Administrator will provide you with two additional documents to read and sign as part of the initial faculty intake process:

- Affidavit and Acknowledgment of Policies – Your signature will confirm your commitment to abide by Mount Sinai’s policies. If you are a U.S. citizen, you will also sign an “Oath of Allegiance” required by the New York State Education Law.
- Invention/Copyright Agreement – Your signature on this document will confirm your awareness of and commitment to abide by Mount Sinai’s [Policies on Intellectual Property](#) .

Finally, if you are leaving another position to join the full-time MSSM faculty, give your administrator a copy of the resignation letter that you submitted to your current employer.

B. YOUR FACULTY APPOINTMENT

Faculty appointment, reappointment, promotion and tenure guidelines, including qualifications for each rank/track as well as information on term length and reappointment rules, are described in the [Faculty Handbook](#).

Work with your Chair and administrator to ensure that all documentation for your initial faculty appointment is submitted as quickly as possible.

If you are being proposed for the rank of **Instructor** or **Assistant Professor**, you will only need to give your administrator your most recent C.V. to get the process started; appointment to these ranks does not require an in-depth review by the institutional Committee on Appointments, Promotions and Tenure.

If you are being proposed for the rank of **Associate Professor** or **Professor** (with or without tenure) your appointment application will undergo a comprehensive review by the institutional Committee on Appointments, Promotions and Tenure; many departments also conduct their own review prior to commencement of the institutional process. You must provide your administrator with the following documents, which he/she will assemble into a package for the Committee:

- C.V. – Please follow the [required Sinai C.V. format](#) for Associate Professors and Professors.
- Reviewer List – Work with your Chair to compile a list of external reviewers whom the Appointments and Promotions Committee can contact for a written opinion of your qualifications for the proposed rank and track (and tenure, if relevant). Please follow [MSSM guidelines on the number and types of reviewers](#).
- Reprints – Candidates for Associate Professor without tenure must submit reprints of their three most important journal articles. Candidates for Associate Professor with Tenure and candidates for Professor (with or without tenure) must submit five reprints.

C. CLINICAL PRIVILEGES AND FACULTY PRACTICE ENROLLMENT

Medical Staff Appointment

Medical Staff Services Office at Mount Sinai

Telephone: 212-241-6114

Fax: 212-996-2230

If you are going to provide inpatient or outpatient care on the Mount Sinai campus, you will need to be credentialed through Mount Sinai's Medical Staff Services. Your administrator will help you to obtain an application. You will need to make an appointment for either a phone conversation or meeting with a Medical Staff Services staff member to complete the application -- please call 212-824-8100 to schedule that appointment. You are expected to complete your application as expeditiously as possible. **Your hire date may be delayed if you do not submit all required documents in a timely manner, usually at least 90 days prior to the start of employment.**

If you do not already have an active New York State license to practice medicine as well as DEA certification listing your Mount Sinai address, directions are provided in the application packet.

If you are going to provide care at a Mount Sinai affiliate, you will need to obtain clinical privileges at that facility. Your Administrator or your affiliation administrator will guide you in the process. If you will provide care at both Mount Sinai and an affiliate, you will need to be credentialed by both institutions.

All applicants for clinical privileges at Mount Sinai will receive a CD that contains the Medical Staff Bylaws and Rules and Regulations.

A dictation code will be assigned as part of the medical staff appointment process.

Faculty Practice Associates (FPA)

Tel: (212) 241-6228

Over 800 Mount Sinai physicians belong to Faculty Practice Associates (FPA), a group practice headquartered at 5 East 98th Street on the Mount Sinai campus. Patient-related activities and any other clinically related activities, wherever performed, are administered through the FPA, and all income collected is the property of Mount Sinai School of Medicine.

FPA Enrollment - In order to join the FPA your clinical privileges (see Medical Staff Appointment description earlier in this section) must be finalized. As a member of the FPA, you must enroll in the Independent Physician Association (IPA) so that you can participate in managed care programs negotiated by Mount Sinai. Your Administrator

will give you an application packet for both the FPA and the IPA. He/she will also advise you if you need to enroll in additional insurance plans outside the IPA.

Setting up for Clinical Practice

Your Department Administrator and your Clinical Practice Manager will help you with many of the details of your clinical practice:

Department Administrator will handle:

- Space and equipment
- Malpractice
- White coats
- Business cards
- IDX system (patient scheduling and billing system) *(In some departments the practice manager will set you up in IDX)*
- Telephone/on-line directory listings *(in some departments practice manager will do this)*

Your Clinical Practice Manager will handle:

- Prescription pads
- Telephone trees
- Televox (patient reminder system)
- Press Ganey (patient satisfaction surveys)
- Lobby and department directory – adding your name

D. TRANSFERRING GRANTS

As soon as you accept Mount Sinai's offer of employment, you must initiate the process of transferring your grants by working with the following groups:

Grants and Contracts Office (GCO)

Tel: 212-824-8300; e-mail: grants@mssm.edu; location: 3 E 101st Street, 1st floor

The Grants and Contracts Office (GCO) oversees the sponsored programs application and award process and provides support to faculty regarding research activities. (For more information about the GCO, see III-A.) Your Department Administrator will help you to make connections to the GCO and other relevant offices regarding transfer of grants.

Finance/Sponsored Projects Accounting

Tel: (212) 731-3338; Fax: (212) 731-3075; Box 3500

This office establishes and maintains financial accounts associated with grant awards. For more information about Sponsored Projects Accounting, see Section III-C.

Office of Clinical Research

Tel: (212)824-7294; E-mail: clinical research@mountsinai.org

This office will assist you in transferring your clinical trials to Mount Sinai and initiating new trials. Contact them before your actual start date to begin the process (see also Section III-J).

Program for the Protection of Human Subjects and Institutional Review Board (PPHS and IRB)

If you are conducting human subject research, the Institutional Review Board, which functions within Mount Sinai's Program for the Protection of Human Subjects, will review your grants. For more information about the PPHS and IRB, see III-J.

Institutional Animal Care and Use Committee (IACUC)

If you are conducting research that involves animals, this group will review your grants. For more information about IACUC, see III-I.

Center for Comparative Medicine and Surgery (CCMS)

During the recruitment process, you should have discussed your needs relating to animal research with Reginald Miller, DVM, Director of the CCMS, and you will want to follow up with him to ensure that everything is in place when you begin your work at Mount Sinai. For more information about CCMS, see III-I.

Office of Technology and Business Development (OTBD)

Tel: (212) 659-9680; Fax: (212) 348-3116; e-mail: technology@mssm.edu

If there are intellectual property issues relating to the projects you are transferring, this office will work with you to address these issues. For more information about OTBD, see II-D.

E. INFORMATION TECHNOLOGY

Network Connectivity

Medical School Help Desk – 241-7091; Hospital Help Desk – 241-HELP

Your administrator will work with School and/or Hospital IT groups as appropriate to address your connectivity needs, including server specifications, space availability and other networking issues. If you have a particular question, call the School or Hospital help desk and based on your question, someone from IT will return your call to discuss your needs.

Desktop Standards – School standards are on the MSSM [Computer Resources](#) site -- click tabs along left side for specific information about hardware, software, etc. if you will be supported by Hospital IT, the standards will be similar but you should call 212-241-4357 for specifics.

E-Mail Account - Your Administrator will arrange for creation of an account for you.

Faculty E-Mail Distribution Lists -- Once your e-mail account is active, send an e-mail to med-school-computing@mssm.edu to request that you be added to faculty@mssm.edu so that you will receive e-mails of general of interest to the faculty. If you will do research, also request that your name be added to ResearchResources@mssm.edu to receive e-mails specifically geared to the MSSM research community.

Sinai Central Account – Your administrator will arrange for your access to Sinai Central; a unique user name will be assigned to you, and you will create your own password. [Sinai Central](#) gives you on-line access to a wide variety of functions; those you will use when you are getting established at Mount Sinai include completion of on-line W-4 (see I-A) and completion of the outside interests reporting form (see Section I-G).

Your administrator will also help you in the creation of any other accounts for systems to which you will need access, e.g., clinical systems.

Your Mount Sinai Faculty Profile – Every full-time, part-time and voluntary faculty member has a page on the mssm.edu website that can be populated with information on education and training, research and clinical interests, and publications.

Some fields on your profile page are controlled by the web system, e.g., academic/clinical credentials and faculty titles, but there are many components that you can populate yourself, including: providing a description of your research; incorporating links to lab pages; updating publications and adding awards and other information that you consider valuable for your peers to know. Click [Directions](#) for guidance on using the update feature. To update your faculty profile, log into Sinai Central using the Firefox web browser, select Employee Self Service and then Directory Profile. Be sure to hit publish or submit changes after you make your entries.

Ask your Administrator to about getting your photo taken for your faculty web page.

If you have questions about your faculty profile page or your lab/research program page (below), contact Lynn Kasner Morgan, lynn.morgan@mssm.edu or Lisa Mosseau, lisa.mosseau@mssm.edu.

Laboratory or Research Program Web Pages – You have several options for populating and updating these pages:

1. Email content updates to Marketing at webfeedback@mssm.edu and they will do the updates in the content management system.
2. Ask for space on research.mssm.edu and use a basic template that the web development group will provide; you then maintain your own laboratory web site. Content can be viewed externally and can be found when using the internal search tool.

3. Ask for space on research.mssm.edu and design a unique template. You can then maintain your own research site. Content can be viewed externally and will be found when using the internal search tool.

F. MANDATORY TRAINING

Before the end of your first month of employment at Mount Sinai you must participate in the following mandatory training sessions:

FPA Compliance Training

Contact: Gillian Harbin, Program Coordinator, Tel: 212-659-9047

All faculty joining Faculty Practice Associates (FPA) must take a mandatory training class within 30 days of hire or transition to a billing provider status. All providers must complete training **before** any services are submitted for reimbursement. Training sessions are scheduled, announced and presented each month. Your administrator will make arrangements for you to attend the class.

HIPAA (Health Insurance Portability and Accountability Act) Training

All new faculty must view Mount Sinai's HIPAA video on the protection of patient health information. Your department administrator will make arrangements for you to see the video unless you are in the FPA; faculty in the FPA will receive HIPAA training as part the FPA compliance training (see explanation above in this section).

Faculty who do research must complete the HIPAA module on the intranet:

1. Access [intranet](#)
2. Click on Manuals/Documents tab (along top of intranet home page)
3. Click on HIPAA (mid-way down column on left side of page)
4. Click on Research HIPAA

HIPAA Refresher/Quiz – On an annual basis, all faculty must complete the HIPAA refresher quiz. You will be reminded by your department Administrator to take the quiz, which is on the intranet:

1. Access [intranet](#)
2. Click on Manuals/Documents tab (along top of intranet home page)
3. Click on HIPAA (mid-way down column on left side of page)
4. Click on Red Flag – HIPAA Refresher – 201x(the current year)

Biosafety Training (for all faculty who will do research)

Learn about the storage, handling, use and disposal of chemicals, and take a mandatory on-line exam to certify that you have passed the U.S. Environmental Protection Agency-compliant training module.

G. MANDATORY REPORTING OF FINANCIAL INTERESTS AND OUTSIDE ACTIVITIES

Preliminary Disclosure Statement

Your Department Administrator will give you a Preliminary Disclosure Statement so that you can identify activities in which you plan to be involved that will be outside the scope of your Mount Sinai employment, e.g., consulting or advisory board service. Completion of this form will allow us to work with you prior to your hire date to address and resolve potential conflicts of interest relating to the activities. You must return the Preliminary Disclosure Statement within 30 days of accepting Mount Sinai's offer of employment.

Annual Report of Outside Relationships

*Terence Beck, Director, MSSM Conflicts of Interest Office Tel: (212)241-5047;
terence.beck@mssm.edu (for assistance accessing or completing the report)*

All faculty who are on payroll must complete a mandatory report on all activities outside the scope of their Mount Sinai employment. (Unpaid faculty who perform research at MSSM or serve on certain institutional committees must also complete the report.)

Once a Sinai Central account (see I-E) has been set up for you, you can access the electronic form on [Sinai Central](#) : Click on "Sinai Central Home" and enter your user name and password. Once in, click the top link, "COI" and then click onto "Annual Report of Outside Relationships."

You must submit this on-line report within one month of joining the faculty, and then annually each January. In addition, if during the year you acquire new financial interests or embark on new activities outside the scope of your Mount Sinai employment, you are expected to update your form.

Approval for Financial Relationships with Outside Entities

If you are paid to provide consulting, advisory or other services to companies or organizations and plan to continue those activities while you are at Mount Sinai, you must provide written contracts for review and approval in accordance with Mount Sinai's [Policy on Relationships with Outside Entities](#) (scroll down to section "E").

The first step is to share the written agreement with your Chair, who will then help you determine whether additional approvals are necessary. Ideally you will initiate the review practice prior to beginning employment to ensure a smooth transition.

H. YOUR DEPARTMENT ADMINISTRATOR

Your Department Administrator will be an important resource who will help you to establish yourself at Mount Sinai, and will then provide ongoing advice and support to you.

In addition to assisting you with many of the processes and policies described in this section, your administrator will also help arrange for:

- I.D. card/security clearance
- Obtaining keys
- Obtaining lab/white coats

Rely on your Administrator to help with any issues and challenges you have as you begin your career at Mount Sinai!

PART II -- GETTING SETTLED



POLICIES, SERVICES AND RESOURCES FOR ALL FACULTY

A. [FACULTY HANDBOOK](#)

The on-line Faculty Handbook contains major policies that are relevant to all faculty, and also describes standing committees of the School.

B. INFORMATION RESOURCES AND TELECOMMUNICATIONS

Internet – The [School](#) website and the [Mount Sinai Medical Center](#) website are vast and it is not always easy to find what you need, so we offer two tips: 1) Bookmark the sites you go to frequently; and 2) rely on the search engine to help you to navigate both websites.

Intranet -- Mount Sinai's intranet can only be accessed on campus. The blue and gray tabs across the top of the main screen are the point of entry to voluminous information about programs, policies and services:

- [Medical Services tab](#) – Links to information on clinical programs, applications and Medical Staff Services (clinical credentialing office)
- [Manuals and Documents tab](#) - Links to a wide variety of policy and process documents, many of them clinical
- [Core/Administrative Services tab](#) – Links to many of the infrastructure departments that provide essential services to Mount Sinai
- [Employee Services tab](#) – Links include the Human Resources (HR) site, which has benefits information and an HR staff directory.
- [Corporate Services tab](#) – links include Corporate Compliance and Hospital IT. The Finance link takes you to hospital financial policies; [School Finance policies](#) are on the School internet.

Library Services – The Levy Library is on the 11th Floor of the Annenberg Building. The collection includes over 17,000 electronic journal titles, over 5,000 electronic books, and significant reference and database information. The “How To” page on the library website is a good starting point for checking out the Library's resources. We encourage you to make an appointment with a library staff member to learn how to take full advantage of all that the Levy Library has to offer.

Desktop Support

- Clinical information systems and other systems supported by the Hospital: Call 241-HELP (in house, x44357)
- Research and education systems support: Call the School “Help Desk” at 241-7091 (x47091)
- If you are not certain which system supports you and your program, call the Help Desk at 241-7091 (x47091) and they will triage your inquiry.

Sinai Central – Sinai Central is the portal for a wide variety of functions. Your administrator will arrange for your access to Sinai Central; you will be assigned a User Name, and you will select your own personal password that should not be shared with anyone. Capabilities of Sinai Central include: financial reporting; travel request and travel reimbursement processing; purchasing; staff performance appraisals.

Campus Phone System – Within the main campus, you can phone colleagues using their five-digit extension rather than a full seven-digit phone number. Using extensions saves you time and saves the Medical Center money. The first digit of the extension depends on the location of the party you wish to call; the last four digits of the extension are exactly the same as the last four digits of the regular phone number.

<i><u>If your are phoning someone at:</u></i>	<i><u>Full Phone Number</u></i>	<i><u>1st Digit of Extension</u></i>	<i><u>Extension</u></i>
Most Campus Locations (Except as noted below)	241-xxxx	4	4xxxx
Icahn Medical Institute (98th Street @ Madison Ave)	659-xxxx	8	8xxxx
Center for Advanced Medicine (102nd Street)	824-xxxx	5	5xxxx
94th Street Offices	731-xxxx	2	2xxxx

Examples: Annenberg phone #241-1111 → extension 41111
 Icahn phone # 659-9999 → extension 89999

Finding People – There are at least three on-line options for obtaining phone numbers for your colleagues, including:

- Find-A-Person – click link (with magnifying glass icon) just below the search function and then type in individual’s name
- Search engine – type in individual’s name

- [Intranet](#) Directory – click onto “Directory” tab (white letters on horizontal navy blue bar near top of intranet home page)

Paging System – Your Administrator can arrange for you to obtain a page device if you need one. To page someone in-house or long range:

- Dial 41300 from any Mount Sinai phone.
- At the prompt, enter the 4-digit “pager ID” of the person you are try to reach
- If that person is available to accept a page, you will be prompted to enter your phone number.
- After system “acknowledgment”, hang up and wait for the call.

C. HIRING FACULTY, STAFF AND TRAINEES FOR YOUR PROGRAM

Guidelines for Recruiting Faculty – Your Administrator will help you to comply with Mount Sinai’s requirements regarding faculty recruitment, from placing advertisements to developing a business plan to addressing space and facility needs, to drafting an offer letter. All offer letters undergo a review and approval process coordinated by the Office of the Dean. Offer letters are not considered valid unless they go through the appropriate review process and have been signed by the Dean and CEO.

International Personnel Office — International Personnel is the sole authorized signatory for any employment based immigration filings. The use of outside counsel is not permitted. If your prospective hire has any immigration issues or if you are interested in having a foreign national observer or volunteer, you must partner with International Personnel at all times to ensure federal regulation compliance. Contact the International Personnel Office at (212) 731-7744 to initiate discussions. The policies for International Personnel are on the [HR intranet site](#) (click “Immigration” bar along top of page).

Staff – Your Administrator will connect you with a recruiter in Human Resources for assistance in recruiting and screening applicants, determining allowable compensation and making an offer.

Postdoctoral Fellows – Upon request, the [Office of Postdoctoral Affairs](#) (241-0380) will post the position on their in-house website and will answer your questions about the hiring process. Once you select a candidate, notify your Administrator who in turn will contact the Postdoc Office to: coordinate toxicology screening; schedule an Employee Health Service physical; schedule orientation; verify credentials; assist with paperwork requirements; provide benefits information; and issue a life number and photo I.D. card.

Temporary Staffing – If you need temporary staffing assistance, you must provide your Administrator with the following information:

- Justification of need for temporary help

- Duties to be performed
- Start and End Dates
- Source of Funding

Consultants – Consultants are used only to fulfill a need for a highly specialized professional when there is no current or potential employee who can perform the duties within a critical timeframe. Completion with your Administrator of a “consulting questionnaire” will help determine whether a proposed arrangement meets the institutional definition of a consultant. If yes, then you will provide your Administrator with the same documentation as is required for temporary help.

D. PATENTS, INVENTIONS AND INTELLECTUAL PROPERTY

[Office of Technology and Business Development \(OTBD\)](#)

Tel: (212) 659-9680; Fax: (212) 348-3116; e-mail: technology@mssm.edu

This in-house group is dedicated to fostering relationships between Mount Sinai faculty and industry, and has special expertise in the patenting and licensing of intellectual property. Their website describes the range of services offered and includes an informative FAQ section.

The [Policies on Intellectual Property: Ownership and Commercial Development](#) describe processes and policies relating to commercialization of innovations made by Mount Sinai personnel.

E. [FINANCE DEPARTMENT](#) (for the School) This website includes:

- [Where to Get Help](#) – This tab takes you to a list of Finance division directors and briefly describes the kinds of issues with which each Finance division can assist you or your program.
- [Directory](#) – Lists all Finance personnel by division. Includes names, phone numbers, fax numbers and interoffice mail box numbers.
- [Finance User’s Guide](#) – Located within the “General Accounting” tab at the top of the Finance web page, this guide contains detailed information on:
 - [Check Requests](#) and [Petty Cash Requests](#) – Sections 6 and 7 describe purposes and processes for payments
 - [Travel](#) – See also Part II, Section F of the orientation website
 - [Purchasing Policy](#) (section 16) – Provides School policies and procedures for the purchase of goods, supplies and capital items. Office and laboratory supplies are ordered through Sinai Central; your administrator will advise you on whether you will be responsible for ordering supplies yourself or whether the department has a centralized ordering process.

- Sponsored Projects Accounting – A [comprehensive manual](#) provides information on grant, contract and restricted funds accounting.
- Financial Reports – You can access financial reporting tools for School accounts for which you have oversight.

F. INDUSTRY INTERACTIONS – AVOIDING CONFLICTS OF INTEREST

Business Conflicts of Interest Policy

This policy explains who needs to disclose financial interests, when and what must be disclosed, and how the review process works. Your business activities and financial interests outside the scope of your Mount Sinai employment must be reported on your annual reporting form (see I-G).

Financial Relationships with Outside Entities (“Consulting Policy”) (scroll down to Section “E) Full-time faculty who want to provide consulting services, serve on advisory boards, function as expert witnesses or take on other paid roles outside of their Mount Sinai employment must have the arrangements reviewed and approved as described in this policy. Once approved, outside relationships must be reported on your annual Report of Outside Financial Relationships (see Section I-H).

The policy also addresses time restrictions, or “conflict of commitment” rules, relating to outside relationships.

Policy on Interactions with Vendors and Other Commercial Entities (“Vendor Policy”)

This policy contains guidelines on interacting with vendors, including gifts, funding support, visits from sales reps, pharmaceutical samples, travel and other areas. An [FAQ](#) section provides examples of possible situations you might encounter.

Policy of Conflicts of Interest in Research

See details in III-D on this orientation guide, “Policies Especially for Researchers”.

G. ADDITIONAL POLICIES THAT EVERYONE SHOULD KNOW ABOUT

Policies on Intellectual Property: Ownership And Commercial Development

This comprehensive policy provides detailed guidelines relating to commercialization of Mount Sinai innovations. The Office of Technology and Business Development (technology@mssm.edu) will work with you on arrangements involving intellectual property (see also II-D).

Appointment and Promotion Guidelines

Learn about the qualifications for different title and tracks, as well as term and reappointment details.

Travel

Any work-related travel beyond a 75 mile radius from Manhattan requires completion of an on-line **Travel Request** form on Sinai Central **prior to beginning** your trip. By submitting a request, you: a) inform your department of your intention to travel; b) secure departmental approval for the trip; c) receive coverage under Mount Sinai's insurance umbrella for the trip; and d) ensure that you will be reimbursed for travel when you return. After the trip you will complete an on-line **Travel Voucher** with receipts to obtain reimbursement. *If you do not submit a Travel Request before your trip begins, we cannot guarantee that you will be reimbursed for expenses incurred.*

Responsibilities of Authors

This link provides guidelines for sign-off by co-authors for all publications.

H. MEDIA/PRESS RELATIONS

Press Office: (212)241-9200 (staff can be reached 24/7); e-mail: newsmedia@mssm.edu

The Mount Sinai Medical Center Press Office handles all matters related to the press, and can assist you with a wide variety of needs. The lead time for responding can vary greatly by event, so always give the Press Office as much advanced notice as possible, as described below.

Situations Requiring Immediate Attention:

- Inquiries from Reporters – If you are contacted by a reporter or producer from any media outlet, please contact the Press Office immediately before providing any information. Sensitive or confidential matters are especially important to report promptly.
- Crisis Coverage – If news crews appear on campus in response to a crisis, resist the temptation to grant an on-the-spot interview. Instead, refer reporters to the Crisis Command Center (Security will direct you/them to the location) to ensure that the Medical Center responds in a “single voice.”

Situations Requiring Some Advanced Preparation:

- Publications - When you have an important manuscript accepted for publication, e.g., an article in a major journal, or a textbook, notify the Press Office (ideally four weeks before anticipated publication) and staff will work with you on possible opportunities for media exposure.
- Academic Conferences – If you have a major role in a national or international conference in your area of expertise, contact the Press Office (ideally at least four weeks in advance) to discuss opportunities for coverage of the event.
- Commercial Media Event – If a company or organization wants you to participate in their own media event, production, press release, product endorsement, etc. contact the Press Office to ensure that the proposed activity complies with institutional policies.

- Recording, Filming and Photography – Any on-campus photography or filming must be cleared by the Press Office to evaluate possible HIPAA issues and security concerns and to ensure that the institution is portrayed in the most favorable manner.
- Success Stories to Promote – Successful outcomes in clinical care and research can make great media stories. Contact the Press Office if you think that a particular patient, physician or researcher story might be newsworthy.

Note: Security will only give journalists, camera crews and other members of the media clearance to enter campus buildings if their visit has been expressly authorized by the Press Office and they are escorted by Press Office staff.

- I. [HUMAN RESOURCES MANUAL](#) (Click on to the yellow “HR Policy Manual” link on the lower right section of the horizontal blue box.)

This manual covers the full range of Human Resources and Labor Relations administrative policies applicable to staff, including wage and salary, benefits, labor relations, disciplinary action, seniority, training and development, employee recognition, vacation/PTO etc. Many sections are also applicable to faculty and complement the policies contained in the Faculty Handbook and in Sections II, III, V and VI and this Faculty Guide. If you aren’t certain whether a particular section of the H.R. Manual applies to you and other faculty, ask your administrator!

J. RELOCATION OF CAMPUS OFFICE OR LABORATORY

If your on-campus office or laboratory is moving to another on-campus location, you can obtain the Dean’s Office Relocation Checklist from your Administrator. The checklist identifies departments that can help (such as Engineering, Building Services, Purchasing) and procedures and timetables for ensuring a smooth move.

K. CONTACT INFORMATION FOR DEAN'S OFFICE

Dean's Office Staff are available to answer your questions and assist you with problems:

Area of Expertise	Name	Title	Telephone & E-mail
Space and Facilities, including renovations and relocations	Rama Iyengar	Associate Dean, Planning and Resource Management	(212) 241-6701 Rama.iyengar@mssm.edu
	Susan Byelick	Assistant Director Space Planning and Management	(212) 241-7688 Susan.byelick@mssm.edu
Faculty Policies, including appointments/promotions/tenure, compensation, consulting, sabbaticals, conflicts of interest, general problem-solving	Leslie Schneier	Associate Dean, Faculty Affairs and Administration	(212) 241-4098 Leslie.schneier@mssm.edu
	Cathy Peragine	Administrative Director, Appointments and Promotions Office	(212) 659-9024 Cathy.peragine@mssm.edu
	Terence Beck	Director, Conflicts of Interest Office	(212) 241-5047 Terrence.beck@mssm.edu
Human Resources, including employee relations, staff hiring, staff compensation, faculty and staff benefits and other HR-related issues	Irene Marinakis	Staff to Conflicts of Interest in Research Committee	(212)241-4075 Irene.marinakis@mssm.edu
	Caryn Tiger-Paillex	Director, Human Resources	(212) 241-4054 Caryn.tiger-paillex@mssm.edu
	Danielle Tyson	Senior HR Specialist	(212) 241-4054 Danielle.tyson@mssm.edu

L. EMERGENCY PHONE NUMBERS

EMERGENCY SITUATION	CONTACT	PHONE
FIRE	1. Pull nearest alarm 2. Call x43743	x43743
WATER PROBLEMS <ul style="list-style-type: none"> • Floods • Leaks • Other Plumbing Issues 	ENGINEERING	x46201
ELECTRICAL PROBLEMS <ul style="list-style-type: none"> • Power Outages • Heating/Cooling Malfunctions 	ENGINEERING	x46201
LABORATORY ACCIDENT <ul style="list-style-type: none"> • Chemical/biological spill • Radiation incident 	CONTROL CENTER	X46068
MEDICAL EMERGENCY	On main campus From remote locations	X47000 911
SUSPICIOUS ODORS	CONTROL CENTER	x46068
INTRUDER, THEFT	SECURITY	x60
PC, MAC AND NETWORK : <ul style="list-style-type: none"> • Can't get onto network • Can't get onto application • Can't access files • Can access remotely • Printer broken/stalled • E-Mail Problems 	SCHOOL HELP DESK HOSPITAL DESKTOP SUPPORT	241-7091 241-4357 (24 hours)

PART III RESOURCES AND POLICIES RELATED TO RESEARCH



A. [GRANTS AND CONTRACTS OFFICE \(CGO\)](#)

Tel: 212-824-8300; e-mail: grants@mssm.edu; location: 3 E 101st Street, 1st floor

The Grants and Contracts Office (GCO) is the centralized administrative office that oversees the sponsored programs application and award process and provides support to faculty regarding research activities. It documents policy, provides on-going information to faculty regarding sponsorship, policy changes, and funding opportunities, and generally assists faculty in all aspects of the pre-award process. All extramural grant applications must be processed through the GCO. The website posts the GCO Manual with detailed information relating to: development, review and submission of grant applications; required GCO turn-around time prior to submission; regulatory and institutional requirements; and post-award guidelines. The website also provides links to application forms and to InfoEd, the MSSM portal to electronic NIH applications.

B. [INFO ED](#)

InfoEd is Mount Sinai's online system for submitting:

- Research grant applications to the NIH
- Animal use protocols to the IACUC
- Human Subject protocols for retrospective studies to the IRB

If you are submitting any of these, then you and whomever helps you to write and submit the item must get trained on InfoEd and obtain a username/password by contacting infoed@mssm.edu.

C. **FINANCE/SPONSORED PROJECTS ACCOUNTING**

Tel: (212)731-3338; Fax: (212) 731-3075; Box 3500

[Finance Department Policies for Grants and Restricted Funds](#) provides policies, guidelines, procedures and forms for consultants, accounting, administration and income relating to grant awards.

D. **GENERAL POLICIES RELATING TO RESEARCH**

[Ethical Practices in Research](#)

Every faculty member is expected to do his or her part to maintain and further the highest standards of ethical conduct in research. This policy outlines the School's

commitment to scientific integrity and describes the process for addressing allegations of unethical practices.

Financial Conflicts of Interest in Research (FCOIR)

This policy describes the disclosure and review requirements for managing, reducing or eliminating potential conflicts of interest relating to research projects.

Each time that you submit a grant application to the Grants and Contracts Office, you must indicate on “GCO Form 6” whether you have personal financial interests that might be relevant to the research. If you have interests to disclose, the FCOIR Committee will work with you to manage potential conflicts. The [FCOIR website](#) provides policy links, a training and education module, and an FAQ section to help you understand and comply with institutional FCOIR requirements.

Data Retention

The data retention policy describes laboratory data book and journal storage requirements.

E. ENVIRONMENTAL HEALTH AND SAFETY OFFICES

Senior Director, Environmental Health and Safety

Tel: (212) 659-904; Cell 1: (203) 482-0625; Cell 2: (646) 942-4826

This office assists researchers in implementing safe laboratory practices that comply with regulatory requirements. The website includes contact information for the fire safety, OSHA safety, chemical safety, biological safety and radiation safety teams. Relevant policies and forms and a training module are also provided.

F. COMMITTEE ON SPECIAL AWARDS (COSA)

CoSA periodically announces awards for which the Medical School may nominate candidates. The committee screens proposals and nominations and identifies the school’s candidates for nomination for the awards and provides constructive reviews to improve future applications.

G. INSTITUTIONAL SHARED RESOURCE FACILITIES (SRFs)

Tel: (212) 824-7328 for general information

Mount Sinai offers a variety of facilities, technical advice and services to support the research needs of our faculty. They are open to all faculty and operate on a fee-for-service basis with support from the Office of the Dean:

- [Biorepository Cooperative and Histology Service SRF](#)
Annenberg 15-22; Susan Morgello, M.D., Director

The Biorepository Cooperative and Histology Service SRF: arranges procurement as feasible of human tissues in translational research; offers expert advice and basic histology services, with capability to process, embed and section fixed and frozen tissues; and prepares unstained slides for the Mount Sinai community.

- [High Content Screening SRF](#)
Annenberg 18-21 and 18-241; Dan Felsenfeld, Ph.D., Director
High-content screening techniques using novel fluorescent probes in combination with automated microwell-based microscopes, permits the evaluation of libraries of compounds or siRNA reagents on a high-throughput basis using changes in cell-structure as the primary method of evaluation.
- [Flow Cytometry SRF](#)
Icahn Medical Institute, Room 13-05; Hans Snoeck, M.D., Ph.D., Director
The Flow Cytometry SRF provides instrumentation and expertise for automated cytofluorimetric analysis and the sterile sorting of specific cell types using state-of-the-art equipment, high-speed cell sorters and analytical flow-cytometers, one of which is equipped with a High Throughput Sampler, for high speed and automated sample acquisition from microtiter plates.
- [Human Embryonic Stem Cell SRF](#)
Icahn Medical Institute 13-52; Sunita D'Souza, Ph.D., Director
Facilitates the transfer of technology to the Mount Sinai community and other NY state affiliated institutions for studying human embryonic stem cells (hESCs) and their differentiation into specific lineages as a means of examining the cellular and molecular mechanisms regulating pluripotency and differentiation. The SRF offers a potentially unlimited source of numerous cell types for drug screening and cell-based therapies.
- [Hybridoma SRF](#)
Annenberg 16-05; Erin Petersen, Director
The facility offers expert advice and assists investigators with preparation of monoclonal antibodies to a desired antigen. Services include immunization of animals, cell fusions, screening via ELISA, isotyping, and cryopreservation. The facility also provides large scale growth of hybridoma supernatant and antibody purification.
- [In-Vivo Molecular Imaging SRF](#)
Icahn Medical Institute, Animal Facility; Cheuk Ying Tang, Ph.D., Director
Offers in-vivo biophotonic imaging services that allow researchers to use real-time imaging to monitor and record cellular and genetic activities within a living organism.

- [Microscopy SRF](#)
Annenberg 18-250, Rumana Huq, M.S., Director, Victor Friedrich, Ph.D., Scientific Director
The facility provides instruction and state-of-the-art equipment for brightfield, confocal, multiphoton, live cell microscopy and electron microscopy. In addition there are image analysis software packages including Metamorph and Volocity.
- [Microvascular Surgery SRF](#)
Peter Heeger, M.D, Director; peter.heeger@mssm.edu; 212-241-6324
Peter Boros, M.D., Ph.D, Manager peter.boros@mssm.edu; 212-241-5589
This facility provides microsurgical services and has extensive experience in standard microsurgical procedures as well as innovative techniques relevant to many areas of biomedical research.
- [Mouse Genetics SRF](#)
Icahn Medical Institute, SC-level; Kevin Kelley, Ph.D., Director
The Mouse Genetics SRF offers state-of-the-art facilities for the production of transgenic and knockout mice, as well as related rodent embryology techniques.
- [Quantitative PCR \(“qPCR”\) SRF](#)
Venugopalan Nair, Ph.D., Director
This SRF provides access to fully automated instruments for liquid handling and high throughput real-time PCR. It offers services involving PCR assay development, RNA and DNA extractions, cDNA synthesis, setup qPCR reactions with suitable controls and normalization references genes, high accuracy robotic pipetting, and data analysis.

H. DEPARTMENTAL CORE FACILITIES

Departmental Cores are laboratories based in and administered by individual departments which provide specialized services to a restricted number of investigators who are programmatically connected:

- Gene Targeting Facility (Black Family Stem Cell Institute)
Kevin A. Kelley, Ph.D., Director
- Molecular Modeling (Department of Structural and Chemical Biology)
Mihaly Mezei, Ph.D., Director
- Cancer Registry (Tisch Cancer Center)
Steven Burakoff, M.D., Director
- Tumor Cytogenetics (Department of Pathology)
Vesna Najfeld, Ph.D., Director
- Cytopathology (Department of Pathology)
David Burstein, M.D., Director

I. CONDUITS/INSTITUTES FOR TRANSLATIONAL SCIENCES

Conduits is MSSM's pipeline for rapid movement of scientific discoveries from the bench to the bedside and out to the community. Funded by a Clinical and Translational Science Award (CTSA) from the National Center for Research Resources, Conduits: provides infrastructure and services to improve the research experience for MSSM investigators and their collaborators; prepares future research scientists through innovative educational and training programs that stress translational medicine; establishes an integrated academic home for translational science; and taps the rich resources of Mount Sinai's diverse patient population.

J. RESEARCH INVOLVING ANIMALS

Center for Comparative Medicine and Surgery

Reginald W. Miller, D.V.M., DACLAM, Director
reginald.miller@mssm.edu; Tel: 212-241-3008

The Center for Comparative Medicine and Surgery (CCMS) is a centralized, shared resource supporting animal research via veterinary, husbandry care, and research collaboration with the faculty at MSSM. The program is fully accredited by the Association for Assessment & Accreditation of Laboratory Animal Care, International (AAALAC). The center also provides assistance with research protocol design, clinical and anatomic pathology, and training of research personnel in the care and use of laboratory animals.

Institutional Animal Care and Use Committee (IACUC)

Annenberg Building 26-10, Ms. Janice Gates, Administrator, Tel: (212) 241-8955

A critical mandate of the Institutional Animal Care and Use Committee (IACUC) is to ensure that all vertebrate animal studies are conducted in accordance with Animal Welfare Act regulations and Public Health Service policies, and that such studies conform to the Institution's Assurance¹ document filed with the Office of Laboratory Animal Welfare of the NIH. To fulfill this requirement, all studies involving vertebrate animals, including pilot studies and intramural projects, must be reviewed and approved by the IACUC.

K. CLINICAL RESEARCH

Program for the Protection of Human Subjects (PPHS)

The Program for the Protection of Human Subjects is dedicated to ensuring the welfare and rights of human subjects enrolled in research projects. The Institutional Review Board (IRB) functions under the auspices of the PPHS and reviews human subjects research applications. .

Office of Clinical Research

Tel: (212)824-7294; E-mail: clinical_research@mountsinai.org

This office provides investigators and research staff with resources, information and expertise in clinical research in order to foster the clinical and translational research enterprise within Mount Sinai, its affiliates and the broader community.

Clinical Research Center (CRC)

1184 Fifth Avenue, second floor, Tel: (212) 241-6045

The CRC, which is supported by a grant from the National Center for Research Resources of the NIH, facilitates clinical research by providing infrastructure and training to investigators and their staff. The nurse practitioners who staff the CRC can provide assistance in all aspects of research design and methodology, as well as in actually carrying out clinical studies.

HIPAA Compliance for Clinical Research -- Principal Investigators must learn about the forms and documents that must be completed to assure that a clinical research project is in compliance with HIPAA regulations.

L. RESEARCH TRAINEES

Office of Postdoctoral Affairs

Tel: (212) 241-0380; Fax: (212) 876-4978; E-mail: theresa.scarabino@mssm.edu

The Office of Postdoctoral Affairs provides support in both the scientific and personal experience of MSSM postdoctoral fellows. The Office provides administrative support in hiring postdocs (see II-C), assists in efforts to identify housing, advises on relevant policies, and hosts social functions. The Office sponsors workshops on a range of issues including the responsible conduct of research, grant and manuscript writing, and career opportunities.

Graduate Students – Faculty who want to attract graduate students to their laboratories should refer to IV-A.

M. DIGITAL MEDIA CENTER

Tel: (212) 659-5962; Email: digital-media-center@mssm.edu

The [Digital Media Center](#) is a resource for Mount Sinai as well as for the outside community. Services include: large-format poster printing (up to 44”), poster design, photo-quality color printing, photocopies, fliers, pamphlets, and scanning. Payment for services can be easily made via internal Mount Sinai Fund Transfers, or by writing a personal check. Call if you are working on any unique projects that need special attention.



PART IV EDUCATIONAL PROGRAMS/ TEACHING OPPORTUNITIES

A. GRADUATE SCHOOL OF BIOLOGICAL SCIENCES

The Graduate School offers the following degree-granting programs:

- Basic Science Programs
 - Ph.D. in Biomedical Sciences
 - Ph.D. in Neuroscience
 - M.S. in Biomedical Sciences
- Clinical Research and Patient-Oriented Programs
 - M.S. in Genetic Counseling
 - M.S. in Clinical Research
 - Ph.D. in Clinical Research
 - Masters in Public Health

The Graduate School offers the following non-degree-granting programs in basic research:

- Summer Undergraduate Research Program (SURP)
- Post-Baccalaureate Research Education Program (PREP)

Multidisciplinary Training Areas (MTAs)

Students in the Basic Science PhD programs choose a multi-disciplinary training area (MTA) for their education. Each MTA has two Co-Directors and its own curriculum requirements.

Faculty who wish to attract graduate students to their labs must belong to the Graduate Faculty (see below) and must choose an MTA. Faculty may belong to more than one MTA. Faculty are expected to contribute to the educational activities of the MTA to which they belong by teaching in MTA-specific courses, mentoring in the MTAs and serving on MTA-specific committees for students, e.g., advisory committees, general knowledge exam committees, thesis proposal committees, dissertation committees).

Core Curriculum

All graduate students (PhD and MS students) must complete a core curriculum in their first year. Each MTA has a recommended core curriculum. Faculty who wish to teach advanced elective courses should familiarize themselves with the content of core curriculum courses to determine the level of understanding of the students in a

particular area. All courses have a presence on [WebEd](#) where syllabi and other course materials are posted. The Graduate School can provide a login and password for access to WebEd.

Appointment to the Graduate Faculty

- [Graduate Faculty Nomination Form](#) (scroll down to the Graduate Faculty Nomination Form)

Faculty wishing to be appointed to the Graduate Faculty must complete this form and obtain the signature of the MTA Director (for basic science programs) or the Program Director (for clinical programs). The form is submitted to the Dean of the Graduate School for approval.

- Responsibilities of the Dissertation Advisor - Faculty who wish to serve as a dissertation advisor for a PhD student must provide evidence of a stable training environment with sufficient funds to support a PhD student. In the basic science programs this includes assuming full support for a stipend, health insurance, and tuition.
- Graduate School Committees - All Graduate Faculty are expected to participate in programmatic and student committees:
 - The Basic Science programs and the Clinical Research programs each have a Steering Committee and a Curriculum Committee which oversees their respective programs.
 - The basic science PhD and MD/PhD programs have their own admissions committees which screen, interview, and make admissions decisions on applicants.
 - Each student in the PhD and the MD/PhD programs will have an Advisory Committee, a General Knowledge Exam Committee, a Thesis Proposal Committee, and a Dissertation Committee, tailored to their research training area and project.

More details about the Graduate School are in the [Graduate Student Handbook](#) .

B. M.D. PROGRAM

The M.D. program trains students to be excellent physicians and physician-scientists who will be life-long learners. MSSM is a leader in the development of innovations in teaching, and there are many opportunities for new faculty to become involved in our programs.

The [Medical Student Handbook](#) is viewable on-line.

If you are interested in teaching in the M.D. program, please contact either David Muller, M.D., Dean for Medical Education, david.muller@mssm.edu or Reena Karani,

M.D., Associate Dean for Curricular Affairs and Undergraduate Medical Education,
reena.karani@mssm.edu.

C. [INSTITUTE FOR MEDICAL EDUCATION](#)

Tel: (212) 241-6691; Fax: (212) 241-0770

The Institute for Medical Education offers extensive resources for faculty to develop their skills as educators. The Institute encourages faculty to mentor and teach in a variety of settings, and supports these activities by hosting education and leadership conferences, sponsoring teaching awards, and advising faculty on building their teaching portfolios for career advancement.

D. [GRADUATE MEDICAL EDUCATION \(GME\)](#)

Tel: (212) 241-6694; Fax: (212) 426-7748

The Mount Sinai School of Medicine Consortium for Graduate Medical Education is comprised of 11 hospitals in Manhattan, Queens, the Bronx, and New Jersey. The Consortium currently trains over 2,600 residents. Through the Consortium, the Office for Graduate Medical Education provides services to all house staff and clinical fellows at participating institutions.

The [House Staff Manual](#) contains detailed information on policies and procedures relevant to residency training.

PART V RESOURCES AND POLICIES FOR CLINICIANS



A. CLINICAL SERVICES INFORMATION

The “Medical Services” link on Mount Sinai’s [intranet](#) contains information on clinical programs, applications and Medical Staff Services (the clinical credentialing office).

B. ON-LINE CLINICAL SYSTEMS

Hospital Clinical Systems – On the Mount Sinai [intranet](#) click on the Core/Admin Services tab along the top of the page. Then click the Information Technology tab along left side of page. Scroll down to Systems Info to access a particular program, e.g., Mount Sinai Clinical Information System.

C. PATIENT PRIVACY

Mount Sinai is committed to ensuring the privacy of patients through the HIPAA program. Any ongoing questions that you have following participation in the mandatory HIPAA training session (which you should have completed within a month of your hire date, see I-F) can be directed to your Administrator. HIPAA regulations are relevant to all aspects of patient care; including clinical trials (see III-J). The [intranet](#) contains HIPAA policies, procedures, contacts etc -- on the intranet home page click on the Core/Admin Services tab along the top of the page; then click the HIPAA tab along left side of the page.

D. CLINICAL RESEARCH

Part III, Section J of this manual provides information for clinicians who are interested in participating in human subjects research.

E. POLICY ON PHARMACEUTICAL SAMPLES

With few exceptions, Mount Sinai physicians may not accept free samples from vendors. For details refer to Mount Sinai’s [Policy on Interactions with Vendors and Other Commercial Entities.](#)

F. CONTINUING MEDICAL EDUCATION (CME)

The Page and William Black Post Graduate School for Continuing Medical Education provides educational programming for physicians and other healthcare providers, providing opportunities to practice lifelong learning. A wide variety of courses are offered that can fill your continuing education needs.

G. DEPARTMENT MEDICAL DIRECTOR

Your department Medical Director is an excellent resource for information on procedures, policies, committee membership and other helpful items.

PART VI BENEFITS, PERSONAL RESOURCES AND SERVICES



A. BENEFITS/BENEFLEX PROGRAM

Mount Sinai Benefits Office
Benefits Inquires: (866) 700-6762
403(b) Inquires: (212) 241-8837
Fax Number: (212) 987-0087

The BeneFlex Program offers medical, pharmacy, dental and vision coverage and also allows you to set up a Health Care Reimbursement Account, Dependent Care Reimbursement Account and Transportation Reimbursement Account.

[Detailed Information You Can Access Only On Campus](#) - This intranet site contains descriptions of Mount Sinai's plans, provides relevant forms and gives you useful contact numbers relating to your coverage. Once on this website:

- For plan descriptions click "Benefits" bar, then click "Health and Welfare" bar.
- For forms, click "Benefits" bar, then "Forms/Directory" bar, then "Forms" bar; scroll down to "Health and Welfare" bar.

The [Top Tier Physicians and Network Facility Directory](#) lists providers who contract with UnitedHealthCare for services to covered employees.

[Summary Information You Can Access On or Off Campus](#) is a quick guide to the BeneFlex Program, retirement plans, and other benefits.

B. TIME-OFF POLICIES

You must obtain approval from your Chair or departmental designee whenever you plan to be off campus, whether for personal or professional reasons. One important reason for this requirement is that it enables the department to ensure appropriate coverage in your absence.

- [Vacation Days](#)
- [Free Days](#)
- [Sick Days](#)
- [Leaves of Absence](#)
- [Parental Day](#)
- [Adoption Day](#)
- [Marriage Days](#)
- [Condolence Days](#)

C. [TUITION ASSISTANCE FOR CHILDREN IN COLLEGE](#)

The Grant-in-Aid Program is available to Associate Professors and Professors. It provides tuition assistance for children enrolled in full-time bachelor's or graduate programs. The terms and conditions of the program and the application form are on the website.

D. [PAYROLL SERVICES](#)

The intranet links at this site (can only be accessed on campus) will help you understand your earnings statements, notify Mount Sinai of changes in your name or contact information, make changes to your direct deposit instructions, or reconcile your W-2 form.

E. [CHILD CARE CENTER](#)

Tel: (212) 410-2077

Imagine Early Learning Centers, a private early education organization, operates a branch very close to our campus. Also known as the Louis Green and Evelyn Green Davis Child Care Center, it serves the children of Mount Sinai employees as well as families from the surrounding communities. The program, for children two months to five years old, is fully licensed by the Department of Health and accredited by the National Association for the Education of Young Children. There is often a waiting list for this popular program.

F. PARKING

Monthly parking is available at a number of garages. Call Security (212) 241-6068 to learn what facilities currently have spaces and how you can sign up.

G. BOOKSTORE

Through the on-line [Posman Collegiate Bookstore](#) at Mount Sinai you can order medical textbooks, popular books, supplies, and Mount Sinai gifts. A kiosk in the Annenberg lobby maintains a small inventory of books, clothing and other items.

H. FACULTY COUNCIL

The Faculty Council is a representative "voice" of the faculty. The Council has recently been reorganized and under the new structure there is one elected representative from

most departments and institutes. A Faculty Council website is currently under development.

I. WOMEN FACULTY GROUP

Sandra Masur, Ph.D., President, Women Faculty

Email: Sandra.masur@mssm.edu, Tel: (212) 241-0089

Women Faculty Group (WFG) addresses issues of concern to the women faculty members at MSSM including compensation, career advancement and participation by women on decision-making bodies at Mount Sinai. WFG sponsors seminars on topics of broad interest.

J. OFFICE FOR WOMEN'S CAREERS

Sandra Masur, Ph.D., Director

Email: Sandra.masur@mssm.edu, Tel: (212) 241-0089

The Office for Women's Careers offers opportunities for women faculty to network across departments, serves as an advocacy and mentoring resource, and provides a forum for support, education and discussion. An Advisory Board representing a broad spectrum of women in academic medicine is developing programs to serve a variety of needs.

K. ACADEMIC ENHANCEMENT AND MENTORING PROGRAM

Lakshmi Devi, Ph.D., Associate Dean for Academic Enhancement and Mentoring

Email: Lakshmi.devi@mssm.edu; Tel: (212) 241-8345

The Office of Academic Enhancement and Mentoring provides opportunities for trainees and junior faculty to acquire skills that will enhance their professional performance. The Office sponsors seminars and workshops covering a variety of topics including manuscript writing, grant writing, interviewing, interpersonal skills, and skills for setting up and managing a dynamic research laboratory.

L. CENTER FOR MULTICULTURAL AND COMMUNITY AFFAIRS

Gary C. Butts, M.D., Associate Dean for Diversity Programs, Policy and Community Affairs and Director, Center for Multicultural and Community Affairs

Tel: 212-241-8276

Among its charges, the Center for Multicultural and Community Affairs (CMCA) works to increase the participation in the medical and scientific professions of underrepresented minority individuals.

M. RECREATION OFFICE

Tel: (212) 241-6660

The Recreation Office provides access to discounted tickets for cultural events in New York City and also offers information on discounts for travel.

N. OMBUDS OFFICE

Barry Stimmel, M.D., (212) 241-3066

The Ombuds Office serves as a neutral, confidential and safe place where full-time faculty, trainees and staff can bring their concerns. The Ombudsperson handles complaints and attempts to resolve conflicts, with the aim of ensuring that all in the academic community of the School of Medicine are treated fairly. Any issue is open for discussion and can be brought to the table. Although the Ombudsperson has no formal decision-making authority, he does possess broad powers of inquiry to undertake conflict resolution, remediation, formal third-party intervention, or diplomacy as needed.

O. OPTICAL SHOP

17 East 102nd Street/CAM building, 8th floor (across from Ophthalmology Department); Tel: (212)824-7660

This full-service optical dispensary offers the latest in frame and lens technology and a variety of fashion frames. Many insurance plans are accepted. Mount Sinai employees are eligible for a 30% discount.

P. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Tel: (212) 241-893; Fax: (212) 289-4627

As a workplace provider, the Mount Sinai Employee Assistance Program strives to function as an integrated, albeit discrete, component of the Human Resources Department. The EAP program provides a core package of services including supervisory training, consultation, clinical assessment, short-term counseling and referral services.