

Facilities, Conveniences, Americans with Disabilities Act (ADA), and Technical Standards

1. FACILITIES:

Pathology Resident Library

The books in the residents' library located in the autopsy suite are provided for the residents by departmental funds. Residents are to observe the following rules:

1. DO NOT REMOVE BOOKS from the immediate autopsy area. Preferably, do not remove books or periodicals from the library other than to Xerox them. If a resident must borrow books overnight, the resident must sign the list on the cabinet. Taking books overnight or out of the library is strongly discouraged. Reference books must remain in the library.
2. Books must be carefully treated so that they will be in good condition for use by all residents. These books in the library are very expensive and cannot be replaced if they are damaged.
3. Re-shelve the books in the appropriate cabinet because it is easier to keep track of books when they are properly shelved.
4. At the end of the day, the last resident to leave the autopsy area must lock the library door.

Desks and Microscopes

Each resident is provided a desk and a microscope. Residents must keep security in mind and lock all desks and rooms as appropriate. *If a residents' microscope is dirty or dysfunctional, he or she should contact Rose Ann Jesse to set up service; contact Ms. Debbie Halliday if a Shands microscope requires service.*

It should be noted that case material (either active or signed out) is **NOT** to be taken out of the immediate sign-out area. Typically, most residents primarily use the multiheaded microscopes in the sign-out area for preview of cases. These excellent microscopes are the best in the Department and are accessible to residents at all times exclusive of the actual sign out time spent with the attending. The service and microscope used by that service are listed below.

Site	Microscope	Serial Number
Autopsy	Olympus 3x40 (5 HD)	UNIVERSITY OF FLORIDA 4910-HC-116791
	Olympus BH2 (2HD)	Sig STH 2058
	AO-Microstar (2 HD)	UNIVERSITY OF FLORIDA 4910-00-336679
(Orthopedic Pathology)	Olympus BH2 (5 HD)	Sig STH-54985
Surgical Pathology II	Olympus BH2 (10 HD)	Sig STH-54987 TV connection (Video)
	Leitz with polarizer and condenser(2)	Sig 20765
Surgical Path (Neuro)	Nikon OPTIPHOT (5 HD)	Sig STH-45925

(GI/LIVER)	Olympus BH-2	(5 HD)	UNIVERSITY OF FLORIDA 4910-00-384132
(Hempath)	Olympus BH-2	(5 HD)	Sig STH-X2923
(GYN Pathology)	Nikon	(5HD)	33123
Frozen sections (Rm 2227)	Olympus BH-2	(2 HD)	Sig 12891
Signout room	Leitz Double-headed scope with camera and TV attachment		Sig STH-54986
Cytology	Nikon OPTIPHOT	(5 HD)	Sig STH-X2907

There are a total of 12 microscopes in the autopsy, second and third floor pathology suites with a total of 53 viewing heads at Shands Hospital and within the Department of Pathology. These microscope counts do not include the personal microscopes of the surgical pathology faculty that are located in their offices, many of which are double-headed and used for one-on-one teaching purposes. At the MRVAMC, there are 3 multi-headed scopes and 2 fluorescent scopes (both equipped with cameras) for signout and for resident previewing of slides.

Computer Resources

IBM compatible PCS with access to the Pathology LAN are available specifically for resident use in the morgue area, the 3rd floor GYN sign-out area (Shands), and on the second floor in the laboratory office. The Department also maintains a Computing Facility on the 6th floor (room M-629).

Photomicrography

A photo microscope is available for resident use in the GVAMC Surgical Pathology and Shands Surgical Pathology Suite. Prior to first use, residents should be taught proper operating procedures.

Lockers

Lockers are available in the shower room adjacent to the resident's library at Shands. Residents are required to bring their own locks. No locker facilities are available at the VA Hospital.

Glass Slides and Kodachrome Study Sets

These sets are available for check-out in the Pathology Teaching office (Room M-658).

Biomedical Media Services (BMS)

The BMS facility is located on the third floor of the Communicore building and offers a variety of graphic services for a price. No resident should utilize any BMS service without prior and specific arrangement and authorization for billing. Costs for services required for research projects should BE a part of the resident's research proposal.

2.Conveniences:

U.S. Mail

A post office is located on the ground floor of the school of Medicine building near the autopsy area. Its hours are from 8:30 AM to 3:00 PM, Monday through Friday. It provides all U.S. Mail services. Individual mail boxes for residents are present in the resident rooms at the GVAMC and Shands.

Parking Permits

A parking permit must be obtained to park in the GVAMC or Shands parking lots. The Shands permits may be obtained from the Traffic and Parking Division (392-5928). To obtain a permit one must have car registration, proof of insurance, and staff identification card. The office is open from 8:30 AM to 12:00 PM and 12:30 PM to 4:30 PM, Monday through Friday, and special availability at Shands hospital is present during Orientation. Additional parking has been made available at the intersection of Archer Road and 16th Avenue. Permits for on-call parking and day parking for residents training at the DRL are provided by the Health Science Center.

Meal Tickets

Meal tickets are available to Residents on-call. These may be used in the Shands cafeteria and in the mini mall near the cafeteria. They may not be used at the Sun Terrace or at the VA cafeteria.

Housestaff Lounge

There is a Housestaff Lounge in Shands Hospital on the 11th floor (refer to Housestaff Orientation materials).

Housestaff Gym

There is a workout GYM available to the residents on the 11th floor which is kept locked but may be used 24 hours a day. The code is the same as the housestaff lounge.

Library

The Health Center Library and VA Hospital Library are both available for resident use. The VA Library is only open during the day. (See brochure on Health Center Library)

Credit Unions

The Campus Federal Credit Union operates an office in the Shands Teaching Hospital (STH) and all department members who are full-time employees of the University of Florida are eligible for membership. They provide prompt service on a variety of loan requests. A similar office operates at the VA. A branch office and ATM Machine are located on the ground floor, adjacent to the post office.

ATM

ATMs are available on the 1st and ground floors.

The Bookstore

Location: MG-15 on the ground floor by the Post Office

Hours: 8:00 - 5:30, Monday through Friday (with occasional exceptions)

Check cashing A picture I.D. is needed plus a staff card. There is a \$10.00 limit for cash.

What the bookstore carries: Medical books (if there are books that they do not carry that they should, please give them a suggestion). They also carry current best seller paperback books, children's books, novels, cookbooks, card and stationary, gift items, t-shirts, pens, pencils, notebooks, paper, candy and some medical instruments, etc.

Special orders They require a \$5.00 deposit on a book ordinarily, but it is deducted from your final bill. **Holding policy** If there are five or less copies of a book you want on the shelf, and you forgot your checkbook, or cash, bring the book to the back office and they will hold it for one week.

Return policy BE sure you really want the book. Unless it is defective they are not supposed to refund your money - and UNDER NO CIRCUMSTANCES ARE THEY ABLE TO WITHOUT YOUR RECEIPT. Medical textbooks may also BE ordered from J.A. Majors from Atlanta, Georgia. A charge account may BE established (up to \$250.00). A

charge account may BE established by calling (404) 768-4956 or by writing: J.A. Majors; 3770 Zip Index Blvd.; Atlanta, GA; 30354. When ordering books, just write to the above address, give the author, title, publisher and year. You will BE billed later. A \$25.00 per month payment is required on existing bills

3. AMERICANS WITH DISABILITIES (ADA):

Support Services Available to Residents with Disabilities:

The University of Florida recognizes the special needs of students and residents with disabilities. If any questions arise regarding disabilities or the Americans with Disabilities Act (Rehabilitation Act of 1973, Section 504), contact the UF ADA office at (352) 392-7056.

4. TECHNICAL STANDARDS:

Technical Standards for Residency Program Admissions

An applicant for entrance into the Pathology residency program must have abilities and skills in five categories: 1) observation, 2) communication, 3) motor, 4) intellectual, 5) behavioral and social. However, it is recognized that degrees of ability vary widely between individuals.

1. **Observation:** The residency candidate must be able to use the microscope, read gels, and other printed matter or electronic matter. A residency candidate must be able to observe cadavers, organs, tissues, and limbs accurately at a distance and up close. Detailed observation necessitates the functional use of the sense of vision and other sensory modalities.
2. **Communication:** A residency candidate must be able to speak, hear, and observe pathology and non-pathology faculty, residents, and staff in order to elicit information. A residency candidate must be able to communicate effectively with pathology and non-pathology faculty, residents, and staff. Communication includes not only speech but reading and writing. The residency candidate must be able to communicate rapidly, effectively and efficiently in oral and written form with all members of the healthcare team.
3. **Motor:** Residency candidates must have sufficient motor function to perform autopsies, gross tissue examination, cut sections, use the cryostat, bone saw, and all tools required in the performance of the routine clinical pathology, autopsy, and surgical pathology techniques. These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** Required abilities include measurement, calculation, reasoning, analysis and synthesis of complex information.
5. **Behavioral and Social Attributes:** A Residency candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to gross and microscopic pathologic diagnosis, and the development of mature, sensitive, and effective relationship with pathology and non-pathology faculty, residents, staff, and patients (where appropriate). Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and learn to function in the face of uncertainties inherent in anatomic and clinical pathology diagnoses. Compassion, integrity, interpersonal skills, interest and motivation are all personal qualities that are assessed during the Residency admission and education processes.