Fellow Orientation

Stanford Neurology

Shefali Dujari, Elaine Su, Babak Razavi
6/29/2020
Overview

- Who’s Who in the Department
- Important Dates
- Conferences
- Clinical Research
- Quality Improvement
- Education/Teaching
- Wellness
- Technology/Communication
- Benefits/GME policies
- COVID
Who’s Who

- Babak Razavi (Fellowship Director)
- Mitzine Wright (Residency Coordinator)
- Chris Hopkins (Clerkship Coordinator)
- Julie Schumacher (Executive Assistant)
- Bob Pulliam (Epilepsy Coordinator)
- Julie Ng (Pediatric Epilepsy/Neuro-Onc Coordinator)
- Christina Sabathia (Neurophysiology Coordinator)
- Gayla Weng (Neuromuscular Coordinator)
- Michelle Krzanich (Headache Coordinator)
- Norma Costello (Movement Disorder Coordinator)
- Amy Singh (Neuroimmunology/Neurobehavioral Coordinator)
- Hai Hong (Stroke & Neurocritical Care Coordinator)
- Karin Kao (Neuro-oncology Coordinator)
Fellowship Timeline

One Year Fellowship

- July-Sept: Study, Work
- September: Take Boards
- Sept-December: Job Search
- December: Pass Boards
- Jan-April: Interviews & Contracts
- March-May: Attempt research
- June: Graduate

Two Year Fellowship

- Job search delayed
- More research time in year 2 – consider Stanford intensive course in clinical research
- Talk to one of the current 2nd year fellows

Stanford University
Important Dates/Meetings

Inpatient Coverage - you will be asked to help cover the inpatient services on the following dates. Do not schedule vacation or other events.

- Friday 10/9/2020 – Saturday 10/10/2020 (Resident Retreat)
- Friday 3/5/2021 12-5 (Resident Academic Retreat)

Fellow Career Series
- More information to come

Neurology wellness and mentoring program
- Monthly, on Fridays – connect with residents, fellows, and attendings

Quality improvement sessions
- Monthly, on Fridays – resident-led conferences
Boards

September 21-25, 2020
- Each location offers exam on different day
- Results mid-December

Coverage
- Coordinate with co-fellows and fellowship director for coverage – discuss early!
- Consider staggering dates
- Sept – Fellow post-boards happy hour, date/location TBD

CME
- Eligible first January after passing boards
- Attending Grand Rounds counts toward CME credit (as long as you sign in)
Career Development

Career Sessions – based on interest
- Starting the job search
- Finding an academic position
- Contract negotiations
- Quality improvement skills
- Grant writing
- Medical legal
- Billing/RVUs

CV Building Tips
Women in Medicine
GME Diversity Committee
Alpha Omega Alpha (AOA)

Academic Courses
## Weekly Conferences

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30</td>
<td>Peds Tumor Board</td>
</tr>
<tr>
<td>8:45-10</td>
<td>Muscle/ Nerve Pathology</td>
</tr>
<tr>
<td>10:30-12:30</td>
<td>Neuromuscular/ EMG didactics</td>
</tr>
<tr>
<td>12-1:</td>
<td>Neuroimmunology</td>
</tr>
<tr>
<td>5-6:</td>
<td>Stroke</td>
</tr>
<tr>
<td>8:45-9:30</td>
<td>Peds neurorads</td>
</tr>
<tr>
<td>8-8:30:</td>
<td>Headache journal club</td>
</tr>
<tr>
<td>12-1:</td>
<td>Epilepsy surgery</td>
</tr>
<tr>
<td>12-1:</td>
<td>Headache case conference</td>
</tr>
<tr>
<td>12-1:</td>
<td>Peds Journal Club</td>
</tr>
<tr>
<td>4-6:</td>
<td>Movement disorders</td>
</tr>
<tr>
<td>3-6:</td>
<td>Resident didactics</td>
</tr>
<tr>
<td>5-6:30</td>
<td>Neuromuscular cases</td>
</tr>
<tr>
<td>3-6:</td>
<td>Med student didactics</td>
</tr>
<tr>
<td>8-10</td>
<td>Epilepsy surgery</td>
</tr>
<tr>
<td>12-1:</td>
<td>Epilepsy/ Neurophysiology</td>
</tr>
<tr>
<td>1-2:</td>
<td>Adult Tumor Board</td>
</tr>
</tbody>
</table>

**Stanford University**
Funding Conferences and Education – ACGME Fellows

If a fellow is presenting original research for which he/she is the first or presenting author, the department will fund one meeting during the course of fellowship by providing a maximum of $1500.

- The meeting may be international or domestic
- The research must be the product of the fellow’s work
- Receipts must be provided at the conclusion of the meeting, and customary rules that pertain to all travel reimbursement at Stanford will apply (i.e. coach class airfare only, limitations on spending on food/alcohol, no extended hotel stays beyond the duration of the conference, etc)
- Trips must be pre-approved by Fellowship Director, and all expenses to be funded by fellow and reimbursed post travel
- Travel support for fellows to additional meetings is at the discretion of the individual divisions

GME

- $2000 Educational stipend added to paycheck in November.
Annual Conferences

- **Educational Conferences**
- **Learning Opportunities**
- Bridging Breakthroughs in Neuroscience from Bench to Bedside – October
- Stroke Recovery Symposium - October
- CNS Updates in Neurology – March
- Stanford Drug Discovery Symposium – April
- Quality Improvement Symposium – May
- Big Data in Precision Health – May
- Education Day & Stanford Innovations in Medical Education – June
- Neuroscience Research Forum – June
Clinical Research Tools

Quantitative Science Unit
- Zihuai He, PhD

Lane Library
- Access to all your journals
- Neurology portal page
  - Lane Library Neurology

Classes free

STARR
STAnford Research Repository (STARR) Tools
Online Tools for Cohort Discovery, Chart Review and Data Download for Clinical Research at Stanford Medicine

Enabling HIPAA-Compliant Clinical Research at Stanford

Enabling Data Driven Clinical Research at Stanford Medicine

STARR (aka STRIDE-web) Tools Home Page
The STAnford Research Repository, or STARR, is Stanford Medicine's approved resource for working with clinical data for research purposes. The STARR IRB permits the collection and aggregation of all clinical data generated at Stanford for care purposes, and articulates the formal approval process each research project must follow in order to obtain and work with this data for research purposes.

STARR is the home of the stride/web tools for Cohort Discovery and Chart Review.

This step by step guide supplies an overview of all available options for using the Cohort Discovery and Chart Review. The most popular choice is self-provisioned chart review.

YOUR LIBRARIAN
John Borghi, PhD
CAP Profile
650-497-9482
Intensive Course in Clinical Research (ICCR)

5-day course in September
- Intro to clinical research methods
- Intro to statistical reasoning, sample size, and statistical power
- Clinical research at Stanford
- How to design and analyze clinical trials
- How to design and analyze observational studies
- How to evaluate diagnostic, prediction, and screening tests
- How to conduct ethical research
- How to find and use Stanford information resources
- How to get the most out of mentorship
- How to do hands-on cohort analysis using STARR
- How to prepare plans for analysis and data management
- What is implementation science?
- How to craft good survey questions
- Conducting clinical research: what you need to know
- How medical journals review papers, and how to write for them
- How to critically appraise
- How to publish your data
Quality Improvement

Neurology Quality Improvement Sessions
- Monthly sessions residents/fellows/faculty

QI Curriculum Sessions
- Teams residents/fellows/faculty mentors work on joint QI projects

Faculty Mentors
- Carl Gold (inpatient) carlgold@stanford.edu
- Laurice Yang (outpatient) laying@stanford.edu

Resident/Fellow Safety Council
- New cycle starts in August
- Work on multi-disciplinary hospital QI projects

Realizing Improving through Team Empowerment RITE
- Group quality improvement sessions
- Video tutorials 31 (5-20 min each)

Annual Quality Improvement Symposium
- Abstract April, Poster session May
- 20 neurology residents/fellows listed as first author out of 79 posters
- Department or division covers poster cost
Education/Teaching

Resident Didactics
- Wednesdays 3-6pm
- 18-month rotating cycle of topics

Med Student Didactics
- Every Wed 3-6pm
- Fellows asked to lead bedside teaching

Other Teaching (Med Students, PA Students)
- Scheherazade Le, Veronica Santini, Rebecca Miller
  - PA lecture series – Jan
  - Neuropath sessions – Jan-Feb
  - Bedside teaching symposium – Sept

Clinical Teaching Seminar Series (CTSS)
Honors Certificate Program in Medical Education
- Open to med students, residents, fellows, faculty, staff
- Mentoring in developing education project
- Seminars first Wednesday of each month 5:15-6:30pm
  - Curriculum development
  - Quantitative analyses
  - Learning environment
  - Survey methods
  - Learner centeredness
  - Clinical bedside teaching
  - Qualitative survey data analysis
  - Feedback
  - Dissemination strategies
Wellness

Neurology wellness and mentoring program

- Monthly wellness sessions
- Opportunity for mentoring
- Sessions
  - Talks:
    - Self-care
    - Nutrition for cognition
    - Peer support
    - Sleep/HER
    - Team based sessions
  - Community Events:
    - Happy hour
    - 10K followed by picnic
    - December gift exchange
    - Yoga
    - Ceramic painting

- Well-MD
- Stanford Gym
  - Free for fellows, $5 passes for family
- Stanford University Golf Course
  - One of the finest courses in the world
  - Cost $25, Guests $125
Technology

Tech Bar in basement of Lane Library
- Monday – Thursday, 8:00 a.m. – 5:00 p.m.
- Friday, 8:00 a.m. – 3:00 p.m.
- Laptops, Phones, Applications

Software and Apps Available
- Microsoft Office
- Zotero – reference manager

Remote Access – Stanford

Remote Access – LPCH
Dictation

**Dragon Dictation**
- Requires online webinar setup, can dictate directly into EPIC

Register for training session
1. Google Stanford Health Stream
2. Log in with your user name and password
3. Search "Dragon" in the HealthStream catalog
4. SHC Epic 154 Dragon Provider (2 hours)
5. Click “Enroll” or “Choose Class Time”

**Dictation inquiries**
- Provider Name
- Physician ID Number
- Office Mailing Address
- Room Number and Mail Code
- Facility and Department

<table>
<thead>
<tr>
<th>STANFORD TRANSCRIPTION DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person: Carmina</td>
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<tr>
<td>Phone: 510-974-2239</td>
</tr>
</tbody>
</table>

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<tr>
<th>LPCH TRANSCRIPTION DEPARTMENT</th>
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<tr>
<td>Contact Person: Simona</td>
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<td>Phone: 650-736-2983</td>
</tr>
</tbody>
</table>
Communication

**Voalte**
- Text messaging app used for secure communication with other providers and staff

<table>
<thead>
<tr>
<th>Shift</th>
<th>Add Voalte Roles</th>
<th>Add Voalte Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Consult Resident</td>
<td>SHC New Consults</td>
<td>SHC Neurology Consult</td>
</tr>
<tr>
<td>Day Wards Resident</td>
<td>SHC Floor Coverage</td>
<td>SHC Neurology Ward</td>
</tr>
<tr>
<td>Day Stroke Resident</td>
<td>SHC Floor Coverage</td>
<td>SHC Neurology Stroke</td>
</tr>
<tr>
<td>Night Resident</td>
<td>SHC New Consults</td>
<td>SHC Neurology Consult</td>
</tr>
<tr>
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<td>SHC Floor Coverage</td>
<td>SHC Neurology Ward</td>
</tr>
<tr>
<td>Neuro ICU</td>
<td>SHC New Consults</td>
<td>SHC Neurology ICU</td>
</tr>
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<td>SHC Floor Coverage</td>
<td></td>
</tr>
</tbody>
</table>

**Paging System**

**SPOK Mobile** – pages forwarded to phone
Parking/Transportation

Updated at PT&S Website

Electronic Permit
- Can have more than 1 car linked to permit
- No parking permit required at this time due to COVID
- Commuter Club: can receive up to $300 refund if taking alternative transportation
- Bicycle sale each quarter $35 bikes
- Free passes for Caltrain (Go Pass), VTA (SmartPass), and East Bay express buses
- Uber home if too tired to drive

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<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
GME Policies and Procedures

<table>
<thead>
<tr>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Commitment to Graduate Medical Education</td>
<td>1</td>
</tr>
<tr>
<td>Residency Programs</td>
<td>2</td>
</tr>
<tr>
<td>Resident Eligibility-Recruitment</td>
<td>3</td>
</tr>
<tr>
<td>Visa Policy for Graduates of International Medical Schools</td>
<td>4</td>
</tr>
<tr>
<td>National Resident Matching Program (Main Match)</td>
<td>5</td>
</tr>
<tr>
<td>Recommendation of Appointment</td>
<td>6</td>
</tr>
<tr>
<td>Level of Appointment</td>
<td>6</td>
</tr>
<tr>
<td>Registration of New Housestaff to Stanford</td>
<td>7</td>
</tr>
<tr>
<td>Mandatory Procedures</td>
<td>10</td>
</tr>
<tr>
<td>1. Medical Records</td>
<td>10</td>
</tr>
<tr>
<td>2. Occupational Health Requirements</td>
<td>10</td>
</tr>
<tr>
<td>3. Training or Demonstrated Proficiency in Cardiopulmonary Resuscitation</td>
<td>11</td>
</tr>
<tr>
<td>Continuing Medical Education Requirement</td>
<td>11</td>
</tr>
<tr>
<td>Supervision</td>
<td>12</td>
</tr>
<tr>
<td>Resident Reporting &amp; Responsibilities</td>
<td>12</td>
</tr>
<tr>
<td>Resident Reporting Procedures</td>
<td>12</td>
</tr>
<tr>
<td>Resident Responsibilities</td>
<td>12</td>
</tr>
<tr>
<td>Compliance Integrity Program</td>
<td>13</td>
</tr>
<tr>
<td>Duty to Report and Cooperate with Investigations</td>
<td>13</td>
</tr>
<tr>
<td>Duty to Protect Patient Privacy</td>
<td>15</td>
</tr>
<tr>
<td>Patient Privacy Practices Housestaff are Required to Follow Include</td>
<td>16</td>
</tr>
<tr>
<td>Other Stanford Health Care/Stanford Children’s Health Resources</td>
<td>17</td>
</tr>
<tr>
<td>Work Hours &amp; Professional Activities</td>
<td>18</td>
</tr>
<tr>
<td>Suicide Program</td>
<td>18</td>
</tr>
<tr>
<td>Professional Activities During Off Time</td>
<td>19</td>
</tr>
<tr>
<td>Moonlighting</td>
<td>20</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>20</td>
</tr>
<tr>
<td>1. Evaluation Procedures</td>
<td>20</td>
</tr>
<tr>
<td>2. Consequences of Satisfactory or Unsatisfactory Evaluation</td>
<td>21</td>
</tr>
<tr>
<td>Resolution of Disputes</td>
<td>21</td>
</tr>
<tr>
<td>Reapportion Procedure</td>
<td>24</td>
</tr>
<tr>
<td>Harassment Prohibited</td>
<td>24</td>
</tr>
<tr>
<td>House Staff Wellbeing Panel</td>
<td>24</td>
</tr>
<tr>
<td>Graduate Medical Education Review Committee</td>
<td>25</td>
</tr>
<tr>
<td>Completion of Training</td>
<td>25</td>
</tr>
<tr>
<td>Consequences of Not Returning ID Badge</td>
<td>26</td>
</tr>
<tr>
<td>Program Closure/Reduction</td>
<td>26</td>
</tr>
<tr>
<td>Benefits</td>
<td>26</td>
</tr>
<tr>
<td>Initial Enrollment</td>
<td>26</td>
</tr>
<tr>
<td>Effective Date</td>
<td>27</td>
</tr>
<tr>
<td>Open Enrollment Period</td>
<td>27</td>
</tr>
<tr>
<td>Health Care</td>
<td>27</td>
</tr>
<tr>
<td>Medical/Vision</td>
<td>27</td>
</tr>
<tr>
<td>Dental</td>
<td>27</td>
</tr>
<tr>
<td>Flexible Spending Accounts (PSA)</td>
<td>28</td>
</tr>
<tr>
<td>Life and Accident Insurance</td>
<td>28</td>
</tr>
<tr>
<td>Long-Term Disability Coverage (LTD)</td>
<td>28</td>
</tr>
<tr>
<td>Wellness Program</td>
<td>28</td>
</tr>
<tr>
<td>Health Incentive Account (HIA)</td>
<td>28</td>
</tr>
<tr>
<td>Back-Up Care Advantage Program</td>
<td>28</td>
</tr>
<tr>
<td>Employee Discounts</td>
<td>28</td>
</tr>
<tr>
<td>Voluntary Benefits Program</td>
<td>29</td>
</tr>
<tr>
<td>Retirement Savings Plan</td>
<td>29</td>
</tr>
<tr>
<td>Continuation of Group Coverage (COBRA)</td>
<td>29</td>
</tr>
<tr>
<td>Compensations-Taxable and Non-Taxable</td>
<td>29</td>
</tr>
<tr>
<td>Taxable Income</td>
<td>29</td>
</tr>
<tr>
<td>2% Annual Bonus</td>
<td>29</td>
</tr>
<tr>
<td>Education Bonus</td>
<td>30</td>
</tr>
<tr>
<td>Food allowance</td>
<td>30</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>30</td>
</tr>
<tr>
<td>Moving Allowance</td>
<td>30</td>
</tr>
<tr>
<td>Salary</td>
<td>30</td>
</tr>
<tr>
<td>Non-Taxable Income</td>
<td>30</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>30</td>
</tr>
<tr>
<td>Reimbursement-Initial California Postgraduate Training License (PTL)</td>
<td>31</td>
</tr>
<tr>
<td>Reimbursement-Medical Board License (MBL) Fees</td>
<td>31</td>
</tr>
<tr>
<td>Reimbursements-USMLE Part III</td>
<td>31</td>
</tr>
<tr>
<td>Reimbursements-California Medical License Renewal Fees</td>
<td>31</td>
</tr>
<tr>
<td>Reimbursements-DSA Certificates</td>
<td>32</td>
</tr>
<tr>
<td>Computer Training</td>
<td>32</td>
</tr>
<tr>
<td>Data Security</td>
<td>32</td>
</tr>
<tr>
<td>Data &amp; Device Attestation &amp; Encryption</td>
<td>32</td>
</tr>
<tr>
<td>Disability</td>
<td>33</td>
</tr>
<tr>
<td>1. California State Disability Insurance (CSDI)</td>
<td>33</td>
</tr>
<tr>
<td>2. Workers’ Compensation Insurance</td>
<td>34</td>
</tr>
<tr>
<td>3. Long Term Disability Insurance</td>
<td>34</td>
</tr>
</tbody>
</table>

Stanford University
GME Website – Report a Concern

Residents/Fellows
(housestaff or house officers)

Institutional Statistics
- 133 programs (119 ACGME and 6 non-ACGME)
- 1349 Housestaff (residents/fellows)
- 4 GME Housestaff-led councils

What are you looking for?
- Navigate the House Staff page
- Upcoming Events/Deadlines

Navigate the House Staff page
- ACGME Core Competencies
- Address Change, etc.
- Anonymously Report a Concern
- Away Rotations
- Benefits
- California Medical License & Exemptions
- Checkout and Graduating FAQs
- Childcare
- GI Registration
- Forms: Away Rotation Application, Checkout Form for House Staff, Leave of Absence Form, Life Support Training Center (LTS) Registration Form, Life Scan Service Request, Reimbursement Form, Sharps Training Checklist

Anonymously Report A Concern
Click to expand

1-800-216-1784

To report concerns that relate to broader hospital compliance issues such as:
- Illegal actions
- Financial reporting
- Internal accounting controls
- Audit
- Fraud
- Waste
- and Abuse

You may use this form to anonymously report concerns specific to your residency/fellowship training program (such as duty hour violations).
All form submissions are anonymously delivered directly to the Department of Graduate Medical Education.
GME takes all concerns very seriously.

Subject
Message
Captcha
afdf86
Submit
Reimbursement

Handbook Policies/Procedures

<table>
<thead>
<tr>
<th>Reimbursements</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year Payment</td>
<td>40</td>
</tr>
<tr>
<td>Medical Board License (MBC) Fees</td>
<td>40</td>
</tr>
<tr>
<td>California Medical License Renewal Fees</td>
<td>41</td>
</tr>
<tr>
<td>DEA Certificates</td>
<td>41</td>
</tr>
<tr>
<td>Education and Other Business-Related Expense</td>
<td>41</td>
</tr>
</tbody>
</table>

- **DEA Certificate**
  - $731, the certificate must expire during the academic year in which the house staff is requesting the reimbursement.

- **California Medical License (Initial)**
  - $907, if the medical license was issued after a formal offer letter from Stanford was sent to the individual and before the individual’s start date at SHC.

- **California Medical license renewal**
  - $820, towards the renewal fee for their CML. To qualify license must expire during the academic appointment year and the house staff is paid by SHC.
Time Away

Handbook Policies/Procedures

<table>
<thead>
<tr>
<th>Time Off</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family and Medical Leave Act</td>
<td>47</td>
</tr>
<tr>
<td>Advance Notice and Medical Certification</td>
<td>48</td>
</tr>
<tr>
<td>Job Benefits and Protection</td>
<td>48</td>
</tr>
<tr>
<td>Pregnancy Leave</td>
<td>49</td>
</tr>
<tr>
<td>Paternity Leave</td>
<td>49</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>49</td>
</tr>
<tr>
<td>Holidays</td>
<td>49</td>
</tr>
<tr>
<td>Educational Meetings and Activities</td>
<td>49</td>
</tr>
<tr>
<td>Personal Time Off</td>
<td>50</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>50</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>50</td>
</tr>
</tbody>
</table>

- Pregnancy Disability Leave
  - Maternity leave 6-8 weeks
  - Baby bonding time 6 weeks

- Personal Time Off
  - 3-weeks

- Sick Leave
  - Up to 20 days of sick leave per year
COVID – No Known Exposure

Occupational Health:
(650) 723-5922

Daily Self-Monitoring

1. Daily check-ins during scheduled workdays are required, continuous self-monitoring is expected. Documentation of status is not required.

2. Physicians, residents, interns, providers, & medical students: A mandatory daily check-in with supervising attending physicians to report symptoms or lack of symptoms.

3. All clinical and non-clinical staff & contractors/vendor representatives: A mandatory daily check-in with supervisor/Designee to report symptoms or lack of symptoms.

4. If staff/providers have minor upper respiratory symptoms other than the symptoms listed above, e.g. allergies, runny nose, nasal congestion, the staff/providers must do the following:
   - Employee should work wearing a mask until cleared by occupational health
   - Practice hand hygiene & wear gloves
   - Continue self-monitoring for fever & other symptoms

If staff/providers are symptomatic with possible COVID-19 symptoms:

1. Fever with or without other COVID-19 symptoms:
   - Stay home & notify direct supervisor per policy
   - Contact occupational health service (OHS) (Phone: 650-725-7405)
   - OHS will determine if COVID-19 testing is indicated

2. Cough, shortness of breath, or sore throat without fever:
   - Staff/providers can work wearing a surgical mask, practice hand hygiene & wear gloves
   - Contact (OHS) (Phone: 650-725-7405) that day to determine next steps

Protocol for the Management of Healthcare Personnel (HCP) without known COVID-19 Exposure

All SHC and LPCH staff and providers must self-monitor for symptoms concerning COVID-19 infection

1. Possible COVID-19 symptoms are defined as any of the below:
   - Influenza-like illness or
   - Fever (subjective or T >=100°F Fahrenheit/37.8°C Celsius) or
   - Cough or
   - Shortness of breath or
   - Sore throat

Stanford University
COVID – with Known Exposure


1. Identify Healthcare Personnel (HCP) with exposure to a COVID-19 positive patient
   a. Exposure is defined as a HCP, who has had close contact (within 6 feet for more than 2 minutes), to a COVID-19 positive patient, not wearing appropriate PPE for the entire clinical interaction.
   b. HCP who have had close contact with a COVID-19 positive patient while the HCP is wearing appropriate PPE are not considered "exposed." These HCP should follow current Stanford Health Care/Stanford Children’s Health Occupational Health Services (OHS) standards. If fever greater than or equal to 100°F should not come to work. Can return to work only when afebrile for 24 hours after stopping antipyretics. HCP with respiratory symptoms can work while wearing the mask. Contact OHS for further details.
   c. HCP must notify OHS if they have had a close specific community exposure to a COVID-19 positive patient outside of the healthcare setting.
   d. All HCP with a possible occupational exposure to COVID-19 are required to be evaluated by SHC/SHC Occupational Health Services. Telephone evaluations are preferred to minimize exposure to the hospital. (650) 725-7405.
   e. Manager to provide OHS with COVID-19 Contact Tracing Form to list all potential HCP exposures in their unit.

1. If HCP is asymptomatic:
   a. Advise HCP to return to work and must follow these instructions:
      i. Self-monitor for symptoms of fever (T=100°F) or cough or shortness of breath or sore throat twice a day for 14 days after last exposure to a COVID-19 patient.
      ii. Call OHS (650) 725-7405 before you start your shift and report your current health status. Please include your first and last name, your department, date and time of call, and state whether you have symptoms.
      iii. Notify your supervisor of your return to work status as per OHS.
      iv. HCP must wear a surgical mask with all patient interactions for 14 days after the last exposure to a COVID-19 patient.
      v. Avoid direct patient care of immunocompromised patients.
      vi. If HCP becomes symptomatic, see Section 2 below.

2. If HCP is symptomatic:
   a. HCP to stop work, put on surgical mask and contact supervisor.

Table 1. Management scenarios for symptomatic HCP with COVID-19 exposure

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Test Results</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afebrile and respiratory symptoms (cough or sore throat or shortness of breath)</td>
<td>COVID-19 negative</td>
<td>Return to work, wear surgical mask at all times, if still having respiratory symptoms. If symptoms progress, will need to be re-evaluated by OHS at which point re-testing may be considered on a case-by-case basis</td>
</tr>
<tr>
<td>Febrile +/- respiratory symptoms (cough or sore throat or shortness of breath)</td>
<td>COVID-19 negative</td>
<td>Return to work when afebrile x 24 hours off anti-pyretics, wear surgical mask at all times, if still having respiratory symptoms.</td>
</tr>
</tbody>
</table>
Questions?