Medical Student Handbook

This handbook is assigned to:

_____

Your rotation dates are:

_____

Please report to the Administration Building Conference Room at 9:00 am on:

_____

Please refer to Page 11 for additional Orientation Day information.

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A Message from the Program Director

Welcome to Spring Grove. We know that beginning a clinical rotation can often be a rather daunting experience. This is especially true when one suddenly finds oneself in surroundings that are entirely new and unfamiliar. While a certain amount of anxiety is inevitable in such situations, we hope to be able to alleviate some of the concerns you may have by providing you in advance with basic information regarding the hospital, the clinical rotation, and the Baltimore area.

But first, let me formally welcome you to your rotation at Spring Grove Hospital Center. Please know that medical students are very important members of the Spring Grove treatment teams, and your contributions to the hospital and to the well-being of our patients will be greatly valued. We are very pleased that you chose us as one of your clinical training sites, and we look forward to working together with you as you develop your clinical skills in psychiatry.

If after carefully reading this handbook you should have any questions that can not wait until the first-day orientation, please do not hesitate to contact my office at 410.402.7456.

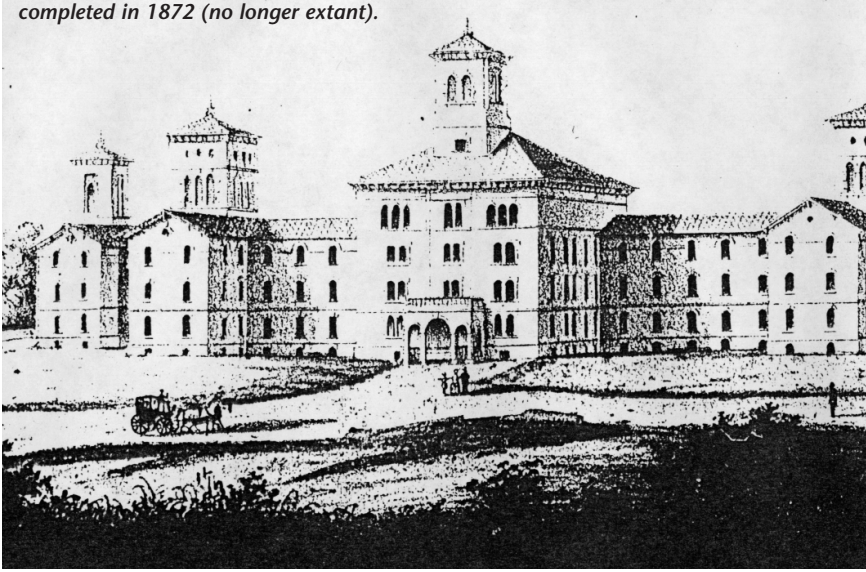
David S. Helsel, M.D.
Chief Executive Officer and Program Director

A Brief Overview of the Hospital

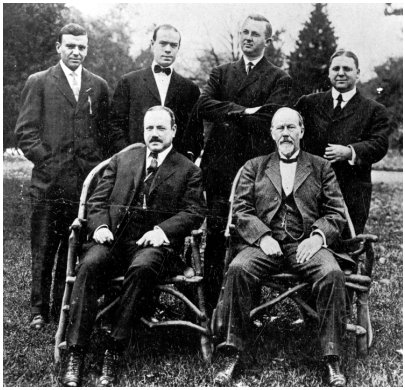
HISTORY AND CURRENT SERVICES

Spring Grove Hospital Center was founded more than 200 years ago in 1797, and is currently the second oldest continuously operating Psychiatric Hospital in the country. The Hospital was originally located in downtown Baltimore, and moved about 15 miles west to our present site in Catonsville, Maryland, shortly after the US Civil War. We have been a publicly supported institution for our entire history. The patient population peaked in the 1950s at approximately 3,500 patients. Advances in psychiatric treatment since that time have allowed us to reduced the patient population to the current number of approximately 450. All patients under care at Spring Grove have primary psychiatric diagnoses, and ages range from adolescents (13-years-old and older) to senium. The average length of stay for acute patients is approximately one month, although a certain number of patients require longer term treatment and may stay for several months, or even several years. However, many patients

Architect's rendering of the Old Main Building, completed in 1872 (no longer extant).

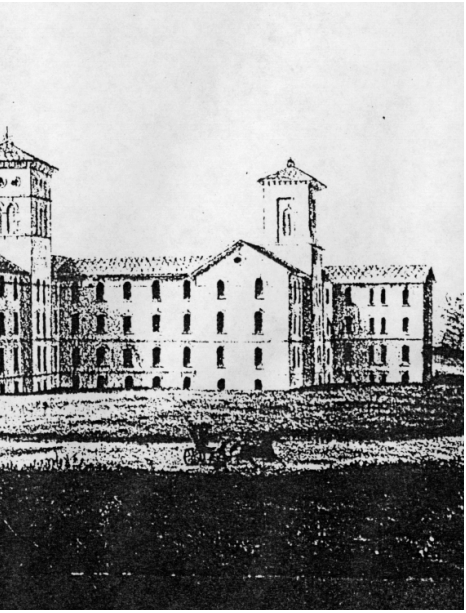


stay only a few days or a few weeks. The psychiatric illnesses most commonly encountered among the patient population at Spring Grove include: Schizophrenia, Major Depression, Bipolar Affective Disorder, Delusional Disorders, Personality Disorders, and Substance Use Disorders. Spring Grove is fully accredited by The Joint Commission.



Spring Grove medical and executive staff, circa 1909.

Students are often surprised to find that Spring Grove Hospital is actually a collection of many different buildings, situated together on a scenic 200-acre campus. The predominant architectural style is colonial, although some of the newer buildings add an eclectic feel to the center. Like most older institutions, our physical plant is aging, but our patient care buildings have been renovated. In addition to Psychiatry, major clinical departments and services include Somatic Medicine (which includes primary care medicine and most specialty medical services), Dentistry, Social Work, Psychology, Occupational Therapy/Activity Therapy, Physical Therapy, Laboratory, Radiology, Pharmacy, Patient/Staff Education, Nursing, and Health Information Services.



MEDICAL TRAINING

For nearly three decades Spring Grove has maintained a major teaching affiliation with the University of Maryland School of Medicine and is listed in the *Directory of Graduate Medical Education Programs* under the University of Maryland. Within that capacity, the center serves as a training site for medical students, residents and fellows from the University of Maryland. More recently,

Spring Grove has developed affiliations with several other medical schools. These include: St. George's University School of Medicine, Ross University School of Medicine, The American University of the Caribbean, and Saba University. Spring Grove also serves as a training site for students from a number of other disciplines. These include: Nursing, and Social Work, and Psychology. Approximately 200 students rotate through Spring Grove every year.

ORGANIZATIONAL STRUCTURE

Spring Grove is owned and operated by the State of Maryland's Department of Health and Mental Hygiene. The center is managed by an executive board that includes the Superintendent (CEO), the Clinical Director (chief of staff), the Hospital Administrator/Assistant Superintendent (CFO), the Associate Clinical Director/Director of Admissions, the Director of Continued Care, and the Director of Nursing. We operate 14 hospital-level inpatient units or "wards," as well as three residential-level units. Our operated capacity is approximately 450 patients. The various patient-care units are organized into three levels of care. These include:

- **The Admissions Division**

  The Admissions Division provides acute, short-term care and treatment. There are approximately 150 beds in the Admission Division; these beds are divided into seven separate units in the Dayhoff and White Buildings.

- **The Continued Care Division**

  The Continued Care Division provides hospital-level care and treatment to the seriously and persistently mentally ill patient. There are approximately 220 beds in the Continued Care Division. The various continued care units are located in a number of different buildings throughout the campus.

The "Secure Post-Evaluation Forensic" Unit (SPEF)

The "Secure Post-Evaluation Forensic" Unit (SPEF) is a 24-bed domicile for forensic patients. The SPEF Unit is located in the Dayhoff Building, on D-Unit. Dayhoff has four units in the building: Units, A, B, and C, are admission or acute care inpatient areas and D is the SPEF Unit.

Most of you will spend your entire rotation in the Admissions Division (the Dayhoff or White Buildings), although some core and elective rotations are available in other areas of the hospital. Several of the units in the hospital offer subspecialized services. These include: Forensic Evaluation and Treatment Units; an Adolescent Unit; a Treatment Research Units; and a Medical/Psychiatric Unit designed to provide care and treatment to psychiatric patients who also suffer from serious somatic illnesses. Spring Grove Hospital Center is the host site of the Maryland Psychiatric Research Center, an institution which has developed a national reputation in a number of areas, including research into the nature and treatment of schizophrenia.

Directions to Spring Grove

Spring Grove is located in Catonsville, Maryland. We are approximately 10 miles west/southwest of downtown Baltimore, and approximately 45 minutes north of Washington, D.C. *(A map of the Spring Grove campus is included on page 10.)*

From the Northern Baltimore Area

■ Follow the Baltimore Beltway, I-695, South and West to Exit 13, Frederick Road.

■ At the end of the exit ramp, turn right onto Frederick Road and take an immediate left onto to Wade Avenue *(The McNabb Funeral Home is located on the corner).*

■ Follow Wade Avenue for approximately 0.25 miles, at which point it leads directly into the campus of Spring Grove Hospital Center. *(A large map of the campus is located shortly beyond this entrance.)*

■ Follow the road until you come to a four-way stop sign. Turn right, and at the flagpole turn left. The Administration Building is the two-story yellow brick building that is immediately on your left. Free parking is available in front of the building.

From the Southern Baltimore Area

■ Follow the Baltimore Beltway, I-695, north and west to Exit 12C, Wilkens Avenue, West.

■ At the bottom of the exit ramp, turn right onto Wilkens Avenue, proceed through the traffic signal, and follow Wilkens Avenue for approximately 0.5 miles to Valley Road.

■ Turn right onto Valley Road, and in approximately 500 feet turn right again into the entrance of Spring Grove Hospital Center.

■ Follow the entrance road up the hill and onto the grounds of Spring Grove Hospital Center. Bear left at the fork in the road *(A large map of the campus is located here),* and continue on beyond the baseball fields.

■ At the stop sign, turn right, and continue on to the Administration Building, the second building on the right. The Administration Building is a two-story yellow brick building. Free parking is available in front of the building.

From Metropolitan Washington, DC

■ Take I-95 North towards Baltimore. Just south of the city take the Catonsville Exit, marked I-195 and Route 166.

■ Once on the exit ramp, bear left onto Route 166. Follow Route 166 for approximately 3 miles until it ends at Rolling Road.

■ Turn right onto Rolling Road and, at the first traffic signal, turn right again onto Wilkens Avenue.

■ Follow Wilkens Avenue for approximately 1.5 miles to Valley Road. Turn left onto Valley Road and continue for approximately 500 feet to the entrance to Spring Grove Hospital Center, located on the right.

■ Follow the entrance road up the hill and onto the grounds of Spring Grove Hospital Center. Bear left at the fork in the road *(A large map of the campus is located here),* and continue on beyond the baseball fields.

■ At the stop sign, turn right, and continue on to the Administration Building, the second building on the right. The Administration Building is a two-story yellow brick building. Free parking is available in front of the building.

Buildings

1 Administration
2 Bland Bryant
3 Carpenter Shop
4 Central Kitchen & Storeroom
5 Chapel
6 Dayhoff
7 Dix
8 Dwelling
9 Electric Sub Station
10 Employees' Cafeteria
11 Employees' Cottages
12 Foster Wade
13 Garage
14 Garrett
15 Gazebo
16 Greenhouse
17 Hamilton
18 Hill
19 Jamison
20 Laundry
21 Lawn Shop
22 Mitchell
23 Moylan
24 Noyes
25 Paint Shop
26 Preston
27 Powerhouse
28 Red Brick Apts.
29 Red Brick Cottage 1
30 Red Brick Cottage 2
31 Red Brick Cottage 3
32 Red Brick Cottage 4
33 Red Brick Powerhouse
34 Research
35 Rice Auditorium
36 Smith Medical/Surgical
37 Maintenance Mall
38 Stone Cottage C
39 Stone Cottage D
40 Stone Cottage E
41 Stone Cottage F
42 Stone Cottage G
43 Sullivan
44 Superintendent's House
45 Tawes
46 Tuerk
47 Vocational Rehab.
48 White

Orientation Day

The morning of the first day of your rotation will be spent in orientation. It is very important that you arrive on time and that you be present for the entire orientation program. Make-up orientations are not offered, and a student who misses his/her orientation will not be permitted to begin the rotation.

When and Where

The dates of your rotation, as well as the date of your orientation are provided on the inside front cover of this handbook. Unless otherwise noted, orientation will begin promptly at 9:00 am in the Administration Building Conference Room. The conference room is located on the top floor. Take the stairs located on the left side of the building's lobby, up one flight. The conference room is located immediately on the right after you pass through the door at the top of the stairs.

Orientation Agenda

Important topics covered during the orientation include a review of the lecture and conference schedule, allocation of clinical assignments, a review of rules and expectations, a discussion regarding core requirements, a review of key hospital policies and procedures, and a question and answer period. Because Spring Grove is situated on a large campus, and includes a number of different buildings, the orientation will include a brief bus tour of the hospital grounds. At the end of the tour, you will be taken to you area of assignment and introduced to you attending physician(s) and the rest of the treatment team. Most units at Spring Grove are locked, and students will be given pass-keys during the orientation. Those students who have taken rooms in one of the student cottages *(see page 30)* will also be given his/her house and room keys.

Note: Students should expect to work a full day on the last day of the rotation.

Other Things You Need to Know

Dress

Appropriate attire consists of business casual clothing. Students may be required to wear lab coats or "whites." Use of perfumes and cologne is prohibited. Students should not wear sportswear, jeans, or shorts while on duty. If in doubt, please refer to the "Medical Staff Dress Code."

Keys/ID Badges/Parking Stickers

Keys will be issued during orientation. ID badges/parking permits are usually issued during of the first week of rotation. Further details will be provided during orientation. All keys and ID badges must be returned before the end of the rotation. Final evaluations will not be released in the event that a student does not return his/her keys at the end of the rotation.

Equipment

All necessary examination equipment for the rotation will be provided by the hospital.

Local Transportation

Spring Grove is accessible by various Maryland Transit Authority (MTA) bus lines. For additional information, you may wish to contact the Maryland Transit Authority at 410.539.5000 or online at www.mtamaryland.com. Because Spring Grove is situated on a campus that is the typical size of a small college or university the availability of a private vehicle, while a convenience, is not essential. A number of students have not had private transportation, and, except in inclement weather, they have found that walking the grounds can be a very pleasant experience. A local bus, operated by the hospital, is free, and is available (on a somewhat erratic schedule) to employees, students and patients.

Meals

Spring Grove operates a popular cafeteria on the campus of the hospital. This cafeteria is known as the **Café on the Grove** and is open for breakfast and lunch, Monday through Friday. In addition, there are a number of restaurants, delis and fast food outlets within a mile or two of the campus *(See page 34 for a listing)*. All inpatient units have a staff refrigerator and microwave, so you can conveniently pack a lunch if you prefer.

Weekends and Holidays

Students are not routinely expected to perform clinical services on Saturdays, Sundays, and holidays. Holidays recognized by Spring Grove include:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day *(Federal election years only)*
- Veterans Day
- Thanksgiving Holiday *(Thursday and Friday)*
- Christmas Day

Night Call

There are no routine night call duties for medical students at Spring Grove Hospital.

Absences

Should you need be absent from your assigned duties for any reason, including illness, family emergencies or other causes, you must contact your attending physician as soon as possible, but by no later than 30 minutes before your anticipated arrival time. In addition, should you need to be absent from a mandatory didactic session, you will need to provide advance notification to the instructor. In the event of an extended absence, students may be required to repeat the rotation at a future date. Because third-year medical student rotations are offered on a fixed schedule every six weeks, and because lectures are sequential, students will not be permitted to make up time missed at the end of the rotation. "Extra credit" assignments can not substitute for time missed. Also, because your instructors will not be

Absences (continued)

here, you will not be permitted to make up missed time during weekends or holidays.

Maintenance of Good Standing

In order to remain in good standing as a medical student at the Hospital, students must continuously demonstrate appropriate work habits and maintain harmonious and professional relationships with patients, staff and visitors. Any student who fails to adhere to standards of ethical practice, or who is otherwise substantially derelict in his/her professional duties may be dismissed from the program. Spring Grove does not grant partial credit for a rotation that, for any reason, has not been completed.

Confidentiality

In full compliance with HIPPA and similar privacy regulations, Spring Grove Hospital Center strictly maintains the confidentiality of all patient related data. Our professional and ethical responsibilities to our patients require that information concerning a patient's admission, medical condition, and treatment be kept confidential, except where as provided by law, or when the patient gives written consent, or when consent is given by other persons authorized to consent for the patient. Patient information should not be discussed outside of the hospital, in public areas of the hospital where the conversation may be overheard, or with any unauthorized persons.

The patient's medical record consists of all records prepared by or under the supervision of physicians and other care givers as part of the course of treatment, care, and service provided at Spring Grove. Medical Records are the property of the hospital and are not to be duplicated by anyone not authorized to do so. Original Medical Records can not leave the hospital except in answer to a subpoena.

As a condition of employment or training assignment, all Spring Grove Hospital Center Employees, students, volunteers, residents,

and those accepted for work experience are expected to abide by the applicable rules of confidentiality.

Student Charting

All students in professional clinical training programs at Spring Grove Hospital who provide direct patient services and are significantly involved in the patients' treatment are permitted to document in the patients' medical records, under the direction of the students' designated supervisor.

Students must follow all guidelines and procedures for documentation outlined in Policy and Procedures on Progress Notes, SGHC090689. This policy, like all hospital policies, is available in the policy manuals on every unit. Hospital Policies and Proceedures are also available online at http://sghcweb from any network-linked Spring Grove computer. Entries in the patients' medical records are permitted by students formally enrolled in a college level or post-graduate education program, and only under the supervision of approved hospital staff. All student practitioners' chart entries must be countersigned by the Spring Grove Hospital designated discipline supervisor. Notes must be countersigned within three (3) working days. Prior to each patient contact, the student will read every entry in the patient's chart since the last contact so that the student is apprised of the day to day status of the patient. At the discretion of either the Program Director or Associate Director, Hospital Administration, or the immediate preceptor, students may be required to provide an oral and/or written summary of each significant patient contact prior to writing in the patient's medical record. If the oral report is required, the oral report should be documented in the chart (e.g., "Discussed content of today's session with John Doe, MD, at 3:55 pm"). Students should arrange their schedules so that they can attend team meetings, during which they will have the opportunity to discuss the patients' status and progress with the treatment team.

Grievance Procedure

Any grievance which may arise during your rotation should be addressed at the lowest appropriate level first. In most cases, we have found that direct and timely communication, initiated in a diplomatic manner, will lead to a satisfactory resolution of a student's

Grievance Procedure (continued)

problem or grievance. Therefore, you are encouraged to bring issues and concerns directly to the source, or to your attending physician, first. if resolution at that level is not possible, you may bring a grievance directly to the Program Director. Please do not wait until the end of the rotation to raise complaints. In addition, a written procedure for filing and pursuing a formal grievance through the hospital's Interdisciplinary Student Training Advisory Group is available through the Program Director's office, and a copy will be provided to you upon request.

Motel Information

Several reasonably priced motels are located within a few miles of Spring Grove Hospital Center.

- **Holiday Inn Express & Suites** (Exit 15A off 695)
  Baltimore National Pike & Ingleside Avenue
  410.747.8900

- **Holiday Inn West** (Exit 17 off 695)
  1800 Belmont Avenue
  410.265.1400

- **Knights Inn** (Rt 40)
  6422 Baltimore National Pike
  410.788.3900

Program Overview

Your Role as a Member of the Treatment Team

During your rotation, you are encouraged to view yourself as a full member of the treatment team to which you are assigned. Each student is assigned to the tutelage of an attending psychiatrist. Although there are psychiatric residents and fellows in training at Spring Grove, you will be working primarily with attending physicians. Generally, students remain assigned to the same unit and same attending throughout their entire rotation, although you will have regular contact with several different psychiatrists on the unit to which you're assigned.

Learning Goals

Your primary goal during your six-week rotation is to become familiar with the clinical manifestation of the various major psychiatric illnesses. You should be able to identify important signs and symptoms of these conditions and formulate a basic treatment plan for each. In addition, by the time you leave the rotation you should be able to recognize a psychiatric emergency and have a clear understanding of those psychiatric problems which can reasonably be handled by a primary car provider, which problems require referral to a mental health professional, and which problems specifically require the attention of psychiatrist.

Daily Routine

Your hours will be set by the attending physician to whom you are assigned. Students are expected to report for duty daily, Monday through Friday. A typical work day lasts about eight hours, and usually begins at 8:00 or 8:30 am, and ends at 4:30 or 5:00 pm. Please note that your assigned hours may vary based upon such factors as your attending physician's schedule, the times of morning report for your team, and patient treatment schedules. Please be sure to check with your attending before you go off duty if you are not sure what time you are expected to report the next day. Your daily routine will

Daily Routine (continued)

include such activities as participation in morning report or rounds, treatment planning meetings, individual and group therapy sessions with your patients, records preparation and reviews, and instructional sessions with your attending physician or other senior members of your treatment team. Students are assigned a small case-load of patients by their attending, and, under the guidance and direct supervision of the attending, are expected to directly assist in the delivery of psychiatric assessment and treatment services. *(See Core Requirements, page 19)* Provided that your clinical responsibilities on the unit have been met, you are welcomed to leave to go to the library, attend elective educational activities, or study independently. However, you must be certain that your treatment team knows both where you are and how to reach you at all times between 8:30 am and 4:30 pm, Monday through Friday.

Core Requirements

Over the course of the six-week rotation, each student is expected to:

1. Follow at least six cases, preferably from the time of admission through discharge from the hospital. The student, under the direct supervision of the attending psychiatrist, participates actively in both the planning of the patient's treatment and in the actual treatment itself.

2. Complete at least three written comprehensive psychiatric assessments. These assessments must be reviewed and approved by the attending psychiatrist.

3. Complete at least one Mini-Mental Status examination.

4. Participate in at least ten Individual Treatment Plan (ITP) team meetings, or other inter-disciplinary team meetings.

5. Participate in at least six patient group sessions, and serve as group leader in at least one of these sessions.

6. Observe (assist as required) the team's clinical psychologist perform at least one battery of psychological testing.

7. Attend at least one session with the art therapist.

8. Attend at least one session with the dance-movement therapist.

9. Attend at least one chemical dependency self-help group meeting, preferably off-campus (e.g. at the EPOCH House in Catonsville), or, alternatively, at least three chemical dependency patient groups at Spring Grove.

Note: We believe that the above requirements satisfy the individual requirements of each participating medical school. (Some schools may require their students to maintain a case log.) It is the responsibility of each student to be familiar with his/her school's requirements for the core rotation in psychiatry, and in the event that Spring Grove's requirements are less stringent, the student will need to advise his/her attending physician accordingly.

Relationships with Patients

Students are expected at all times to maintain a professional and therapeutic relationship with patients. Students must be careful not to blur the boundaries between clinician and patient. While it is certainly appropriate for you to be friendly with your patients, it is counter-therapeutic to allow a patient to view you as a personal friend. Please remember that patients are to be treated with dignity and respect at all times. Guidelines for appropriate relationships with patients include the following:

- While certain aspects of a patient's psychiatric presentation may at times seem humorous, it is important to remember that mental illnesses are not funny, and those persons who suffer from them are often in a great deal of pain. Therefore it is important to avoid laughing at, or otherwise ridiculing, patients.

- You should introduce yourself by your title (Mr. or Ms.) and your last name. You should also identify yourself as a medical student, or as a "student doctor." Similarly, you should address your patient by title and his or her last name, unless, of course, the patient asks you to use his/her first name.

- Do not invite the patient to participate in social activities that are not a sanctioned part of the patient's structured treatment program.

- Avoid physical contact with patients, except as part of a medical examination or procedure. Incidental touching, such as a handshake or a pat on the back is generally acceptable, but students must be careful not to engage in behaviors that might give the appearance of a personal or romantic relationship with a patient, such as kissing or hugging.

- Do not take patients as passengers in your cars. (Your insurance may not cover you in the event of an accident if you are using your personal vehicle in a work-related activity.)

- Do not take patients off the grounds of the hospital

- Do not accept gifts or gratuities from patients or their family members. (Under certain circumstances, token gifts may be given and accepted. Please seek the advice and consent of your attending physician before you give or accept a gift from a patient.) Do not enter into financial transactions with patients, such as loans or purchases.

- Do not leave the treatment unit alone with a patient without first discussing the plan with your attending physician or other senior members of the treatment team to which you are assigned.

- Do not lock yourself alone in a room with a patient.

- If you suspect or witness mistreatment of a patient, you should discuss the matter promptly with your attending physician. Allegations of patient abuse must be reported under the "Spring Grove Policy & Procedure on Patient Abuse." A copy of this Policy & Procedure is available on every unit.

Didactic Activities

Formal lectures, case conferences and other didactic sessions are held regularly throughout each rotation. A rotation-specific schedule of these lectures will be provided at orientation. Please note that attendance at the first three programs listed below is mandatory. Selections include:

- **Introduction to Clinical Practice in Psychiatry**
  Mandatory, 15 hours

  Course Leaders: David Helsel, M.D. (410.402.7455)

  Date/Time: As scheduled

  Location: Administration Building Conference Room

  Description: This series of lectures provides an introduction to the psychiatric assessment, common psychiatric disorders and related treatment modalities.

- **Introduction to Psychopharmacology**
  Mandatory, 4 hours

  Course Leader: Ashley LaFlame, Pharm.D. (410.402.7817)

  Date/Time: As scheduled

  Location: Garrett Building, Pharmacy Conference Room (3rd Floor)

  Description: This two-part series provides an overview of the commonly employed psychiatric medications.

- **Friday Case Conference:**
  Strategies of Psychiatric Assessment and Treatment
  Mandatory, 9 hours

  Date/Time: Fridays, 10:30 am – 12:00 noon

  Location: White Building Conference Room

  Description: Participants develop psychiatric assessment, diagnosis and treatment skills through observing and participating in patient interviews and in-depth case discussions.

- **Spring Grove Hospital Center Psychiatric Grand Rounds**
  Recommended

Course Leader:	Ronald Gray, M.D. (410.402.7650)
Topic Info:	Recorded message (410.402.7600)
Date/Time:	Thursdays, September through May, 10:30 am – 12:00 noon
Location:	Tuerk Building, Harold A. Thomas (HAT) Conference Room, Entrance Level
Description:	Topics vary and are posted. Interactive participation is encouraged.

- **University of Maryland, Department of Psychiatry, Psychiatric Grand Rounds**
  Recommended

Course Leader:	Constance Lacap, D.O. (410.462.5799)
Date/Time:	Thursdays, September through May, 11:30 am – 1:30 pm
Location:	VA Medical Center John Dennis Auditorium Greene Street at Baltimore Street Baltimore, MD
Description:	Topics vary. A schedule may be obtained by contacting Dr. Lacap's office. Interactive participation is encouraged.

- **Spring Grove Hospital Center Psychology Lecture Series**
  *Recommended**

Contact person:	Delana McGreevy (410.402.7829)
Date/Time:	The first Friday of the following months: April, May, June, October, November and December 9:00 am – 12:00 noon
Location:	Landis Conference Room, Café on the Grove
Description:	Topics vary. Interactive participation is encouraged.

**Please note that not all psychology lecture series may be open to students. Contact Ms. McGreevy at the above number to confirm. Unlike the conferences listed above, there is a fee for this conference. However, the Department of Psychology will waive the fee for medical students.*

The Library and Recommended Readings

Sulzbacher Memorial Staff Library

The staff library is located on the 1st floor of the Tuerk Building. The hours are Monday through Friday, 9:00 am – 4:00 pm. A professional librarian is on duty to assist you with literature searches and inter-library loans. Your attending physician can help you select appropriate texts. Most nationally recognized current textbooks in psychiatry can be purchased from either of the following two local bookstores:

- **The University of Maryland Baltimore Bookstore** *(Preferred)*
  Student Union
  222 North Pine Street
  Baltimore, MD
  410.328.7788

- **The UMBC Campus Bookstore**
  University of Maryland at Baltimore County
  (Just south of Spring Grove, off Wilkens Avenue, West)
  Catonsville, MD
  410.402.2665

Usually, students are provided time on their first day to go purchase books. Please note that several participating medical schools have identified specific texts that are required. If necessary, contact your school for additional information, as these texts are required by the school and not by Spring Grove. Basic texts that are recommended by Spring Grove include:

- ***Introductory Textbook of Psychiatry****, 4th Edition*
  Nancy C. Andresasen, M.D., PhD, and Donald W. Blacit, M.D.
  (provided to all students by Spring Grove for use during rotation)

- ***Kaplan & Saddock's Concise Textbook of Clinical Psychiatry****, 3rd Edition*
  Benjamin James, M.D. and Virginia Alcott Saddock, M.D.

Performance Assessment

Examinations

All students are assessed through formal and informal oral examinations during the rotations. Participating schools require that a written psychiatric examination be taken through USMLE Shelf Exams. If you are uncertain, please check with your school.

Evaluations and Grades

Your evaluations and final grade are determined jointly by your attending physician and the Program Director. Grades are based upon your demonstrated fund of knowledge, clinical skills, work habits, attitude, ability to work harmoniously with patients and with other members of the treatment team, professional ethics and character, written work, participation in didactic activities, and formal or informal oral examinations by your attending. Written evaluations and grades are forwarded directly to your school upon completion. If you would like a copy forwarded to you please give the Program Director's Office your forwarding address at the end of the rotation.

Living Arrangements

ON-CAMPUS HOUSING

General Information

Spring Grove offers medical students accommodations on campus on a first come, first serve basis. These accommodations are located in The two student houses, Cottages 5 and 13, *(See map, "Employees Cottages," page 10)*. Each room is set up for single occupancy. We can not permit individuals who are not currently rotating through a clerkship at Spring Grove Hospital to share space in either of the cottages, but visitors are permitted. We ask that each student take care of routine maintenance problems independently. Additional low-energy light bulbs may be requested through the Spring Grove Maintenance Department (x7723). Serious maintenance problems should be reported to the Program Director's office at Extension 7455 during regular business hours, and after hours emergencies should be called in to the Maintenance Office at Extension 7680. Please note that students who occupy a room in the students cottages may be called upon for assistance to the hospital (including after hours) in the event of an emergency.

For further information, see www.springgrove.com/cottage5.html.

Reserving a Room

Space is limited, and if you find that you will require housing accommodations during your Spring Grove rotation you need to reserve a room by calling Ms. Theresa Gordon at 410.402.7456 as soon as your rotation at Spring Grove has been confirmed by your school. We cannot, however, accept reservations more than two months in advance.

Description

Both cottages are free-standing two-story houses. All bedrooms include a double bed, a closet, a dresser, a desk, a chair, and a mirror. Bathrooms are shared. The cottages also have fully equipped kitchens with ranges, microwaves, refrigerators, dishwashers, and all necessary utensils and dishes. Each cottage also has a lounge that includes

satellite television, and DVD player and a computer with internet access. Visit www.springgrove.com/cottage5.html for more details.

Linens/Laundry

Clean linens (sheets, blankets, pillows and towels) are provided by the hospital. A washer and dryer are located in the kitchen of both cottages. Housekeeping services are provided by the hospital only prior to the beginning of each rotation — so you will be responsible for keeping your room and common areas in reasonable order during your time with us.

Telephones

Each room has a telephone from which you may dial other extensions in the hospital and make local calls free of charge. You must call using a credit card or pre-paid calling card, or call collect in order to make a toll call from your room. You may receive incoming calls without restrictions.

Data Lines and Wireless Network

All student rooms in the cottages have individual data lines for students who bring their own computers. In addition, both cottages have a free wireless network. A shared computer and printer are provided in the lounge of both cottages. Students must comply with applicable rules that govern the use of the hospital's internet service.

OFF-CAMPUS HOUSING

Spring Grove does not maintain a housing registry and can not make recommendations regarding local housing opportunities. The classified section of local papers may be consulted. You may also consider checking the bulletin boards at the housing office at the University of Maryland at Baltimore County, which is located just south of the Spring Grove Campus.

Apartment Search

Apartment Search is a free apartment referral service. You may call with rental dates, location preference, and price range, and Apartment Search will refer you to local rental agents.

www.apartmentsearch.com

Telephone System

Campus-to-Campus Calls

Most telephone extensions on campus may be reached by simply dialing the extension (last four digits of the telephone number) directly.

Local Calls from Campus

Most office phones allow the user to make direct outside calls within the local calling area (greater Baltimore) by first dialing "9," the local area code and the seven digit telephone number. *Note: You will need to dial the area code before* ***all*** *local calls that are to locations outside of the Spring Grove Campus*. Dial "9" for an outside line, then the three digit area code, plus the seven digit telephone number. Some phones, including the phones in certain nursing stations and conference rooms, do not allow direct dialing outside the hospital. Should you need to place an off-site call from one of these locations, you will need to call the hospital operator (dial "O"), identify yourself to the operator, and ask him/her to give you an "outside line." You may then dial your number directly (do not dial "9" first).

Long-Distance Calls from Campus

Long distance credit card calls may be dialed directly by accessing the toll-free number provided for this purpose by your long distance carrier (for example, 1.800.CALL.ATT), or by calling the hospital operator and asking him/her to place the long distance call for you. (You must, of course, provide your credit card information.) You may not place long distance calls that are not for approved hospital business without using a credit card. We regret that we are unable to make separate payment arrangements for long distance charges incurred by students. Cellular telephone service with most major carriers is available throughout the Spring Grove campus.

Paging & Directory Information

Spring Grove directory information and paging services may be

obtained by calling the hospital operator. Dial "0" from any phone on campus.

How You Can Be Reached

If you should wish to provide persons with your daytime telephone number while at Spring Grove, it is best to give the number for the nursing station of the unit to which you are assigned. Since unit assignments are not finalized until the first day of the rotation, it is not possible for us to provide you with that number in advance. Students are not provided a beeper, but may be paged through the overhead paging system. From inside the hospital, overhead pages may be requested and responded to by calling the hospital operator (dial "0"). From off-campus locations, the operator may be reached 24-hours a day by dialing 410.402.6000. Personal calls are discouraged during regular business hours, and overhead paging should be kept to a minimum so as not to disturb the therapeutic environment. For those students who will be living in student housing, you will be assigned a telephone number for your room on the first day of your rotation. The number will not be available to you before that time. *(See On-Campus Housing, page 27).*

Mobile Phones While on Duty

Students may carry mobile phones, but those must be switched to "off" or "vibrate" when working with patients, or when in rounds, a staff meeting, or lecture.

Important Telephone Numbers

Emergencies **7555**
Hospital Operator / Paging *(from Off-campus)* **410.402.6000**
Hospital Operator / Paging *(from On-campus)* **0**

Program Administration

Dr. Helsel *(Program Director)* **7455**
Ms. Gordon *(Program Coordinator)* **7456**
Ms. White *(Superintendent's Office)* **7456**

Hospital Departments

Central Nursing Office *(24 hrs)* **7833**
Dayhoff Admissions Office **7398**
Laboratory **7808**
Pharmacy **7816**

Nursing Stations

Dayhoff A **7698**
Dayhoff B **7675**
Dayhoff C **7235**
Noyes **7636**
Red Brick Cottage 1 ..... **7240**
Red Brick Cottage 2 ..... **7225**
Red Brick Cottage 3 ..... **7601**
Red Brick Cottage 4 ..... **7882**
Smith Unit **7820**
SPEF Unit **7921**
Tawes A **7268**
White B **7234**
White C **7783**
White D **7237**

Non-Medical

Campus Police **7937**
Hospital Administrator *(Maintenance issues)* **7301**
Staff Library/Librarian ..... **7824 / 7730**

Your Spring Grove Address

Your mailing address while you are at Spring Grove will be:

[YOUR NAME]
MEDICAL STUDENT SORT
SPRING GROVE HOSPITAL CENTER
55 WADE AVENUE
CATONSVILLE, MD 21228

Be certain to have your friends and relatives include the words "MEDICAL STUDENT SORT" on the address, as noted above, so as to avoid any confusion in the hospital's mail room. You should make arrangements to pick up your mail in the mail room, located on the entrance level of the Administration Building.

Hours of operation:

Monday – Friday*
8:30 am – 4:00 pm

Catonsville Post Office

A full-service post office is located at 1001 Frederick Road (410.747.4510).

Window service hours:

Monday – Friday*
8:00 am – 5:30 pm

Saturday
8:00 am – 1:30 pm

* *State holidays excepted*

Leisure Time in the Baltimore Area

During free time, most students take advantage of the many cultural and entertainment opportunities provided in the Baltimore/Washington, D.C. area. Baltimore's Inner Harbor and cultural district are both fifteen minute drives from the hospital's campus. Downtown Washington D.C., including the Smithsonian Institutions and the Kennedy Center, is a 45 minute drive south of Spring Grove. Call 202.789.7000 for Washington tourist information. Another popular destination is Annapolis, Maryland — which is also about 45 minutes from Spring Grove. Call 410.767.3400 for information about Maryland and Baltimore.

CATONSVILLE SERVICES

- **Catonsville Post Office**
  1001 Frederick Road
  410.887.0951
- **Catonsville Public Library**
  1100 Frederick Road
  410.747.4510
  www.bcpl.info

THEATRE

- **Center Stage**
  700 North Calvert Street
  410.332.0033
  www.centerstage.org
- **The Charles Theatre (Film)**
  1711 North Charles Street
  410.727.3456
  www.thecharles.com
- **Everyman Theatre**
  1727 North Charles Street
  410.752.2208
  www.everymantheatre.org
- **Hippodrome Performance Arts Center**
  12 North Eutaw Street
  410.837.7400
  www.france-merrickpac.com
- **Lyric Opera House**
  140 West Mt. Royal Avenue
  410.685.5086
  www.lyricoperahouse.com
- **Baltimore Theatre Project**
  45 West Preston Street
  410.752.8558
  www.theatreproject.org

MUSIC

- **Baltimore Symphony Orchestra**
  Meyerhoff Symphony Hall
  1212 Cathedral Street
  410.783.8000
  www.bsomusic.org
- **Peabody Conservatory**
  1 East Mount Vernon Place
  410.659.8264
  www.peabody.jhu.edu

SUMMER CONCERTS

- **Oregon Ridge Series**
  Oregon Ridge Park (Hunt Valley)
  410.783.8000/800.422.1198

- **Pier 6 Concert Pavilion**
  731 Eastern Avenue
  410.659.7100
  www.piersixpavilion.com

ART MUSEUMS

- **American Visionary Art Museum**
  800 Key Highway
  410.244.1900
  www.avam.org

- **Baltimore Museum of Art**
  Art Museum Drive
  410.235.0100
  www.artbma.org

- **Walters Art Museum**
  Charles and Center Streets
  410.547.9000
  thewalters.org

Note: There are a number of private galleries close to the Walters Gallery. Several may be found in the 1400 and 1500 blocks of North Charles Street.

OTHER ATTRACTIONS

- **B&O Railroad Museum**
  901 West Pratt Street
  410.752.2490
  www.borail.org

- **Babe Ruth Birthplace**
  216 Emory Street
  410.727.1539
  www.baberuthmuseum.com

- **Cross Street Market**
  Cross Street, between Charles and Light Streets
  www.southbaltimore.com

- **Edgar Allan Poe House and Museum**
  203 North Amity Street
  410.396.7932
  www.baltimorecity.gov

- **The Enoch Pratt Free Library**
  400 Cathedral Street
  410.396.5430
  www.prattlibrary.org

- **H. L. Mencken House**
  1524 Hollins Street
  410.396.7997
  www.menckenhouse.org

- **Johns Hopkins University**
  3400 North Charles Street
  410.516.8000
  www.jhu.edu

- **Maryland Science Center**
  Light Street & Key Highway
  410.685.5225
  www.mdsci.org

- **National Aquarium**
  501 East Pratt Street
  410.576.3800
  www.aqua.org

- **The Washington Monument and Museum**
  Mount Vernon Place
  410.396.0929

SPORTING EVENTS

- **Baltimore Blast** *(Soccer)*
  410.625.2320/481.7328
  www.baltimoreblast.com

- **Baltimore Orioles**
  410.481.7328
  www.orioles.mlb.com

- **Baltimore Ravens**
  410.554.1010
  www.baltimoreravens.com

- **Baltimore Thunder** *(Lacrosse)*
  410.347.2006/481.7328

Leisure Time in the Baltimore Area

GYMS

- **Catonsville YMCA**
  850 South Rolling Road
  Catonsville
  410.747.9622
  www.ymaryland.org
- **Downtown Athletic Club**
  210 East Centre Street
  Baltimore
  410.332.0906
  www.merrittclubs.com
- **Gold's Gym**
  10221 South Dolfield Road
  Owings Mills
  410.654.4653
  www.goldsgym.com

DINING

Fast Food (Catonsville Area)

- **McDonald's**
  501 Frederick Road
- **Dunkin Donuts**
  580 Frederick Road
- **Subway**
  602 Frederick Road

Restaurants

- **Catonsville Gourmet Market & Fine Foods**
  829 Frederick Road
  Catonsville
  410.788.0005
  www.catonsvillegourmet.com
- **Dimitris (Greek)**
  2205 Frederick Road
  Catonsville
  www.dimitris.us
- **Double T Diner**
  6300 Baltimore National Pike
  Catonsville
  410.744.4151
  www.doubletdiner.com
- **Duesenberg's American Café**
  10 Mellor Avenue
  Catonsville
  410.747.7333
  www.duesenbergscafeandgrill.com
- **Ellicott Mills Brewing Company**
  8308 Main Street
  Ellicott City
  www.ellicottmillsbrewing.com
- **Friendly's**
  746 Frederick Road
  Catonsville
  www.friendlys.com
- **G. L. Shacks Grill**
  583 Frederick Road
  Catonsville
- **Indian Delight**
  622 Frederick Road
  Catonsville
  www.tajrestaurant.com
- **Jennings Café**
  808 Frederick Road
  Catonsville
  www.jenningscafe.com
- **La Palapa Grill and Cantina**
  8307 Main Street
  Ellicott City
  www.lapalapagrill.com
- **Matthew's 1600 Restaurant**
  1600 Frederick Road
  Catonsville, MD
  410.788.2500
  www.matthews1600.net
- **Ship's Cafe & Pub** *(Crabs)*
  828 Frederick Road
  Catonsville
  410.744.1838

- **Tersiguel's** *(French)*
  823 Main Street
  Ellicott City
  410.465.4004
  www.tersiguels.com

- **Thai Haven**
  6413 Frederick Road
  Catonsville

SHOPPING

- **Arundel Mills Mall**
  7000 Arundel Mills Circle
  Hanover, MD

- **Security Square Mall**
  6901 Security Blvd
  (I-695 Exit 17)

- **Owing Mills Mall**
  10300 Mill Run Circle
  (I-795 Exit 4)

- **Maiden Choice Giant**
  Corner of Wilkens Avenue and
  Maiden Choice Lane

- **Walmart**
  6205 Baltimore National Pike
  (I-695 Exit 15B)

Spring Grove's Websites

Spring Grove Home Page
www.springgrove.com

Spring Grove Internal Site *(campus access only)*
http://sghcweb

Medical Student Training
www.springgrove.com/interstu.html

Student Handbook
www.springgrove.com/HANDBK.PDF

Cottages 5 & 13 Information
www.springgrove.com/cottage5.html

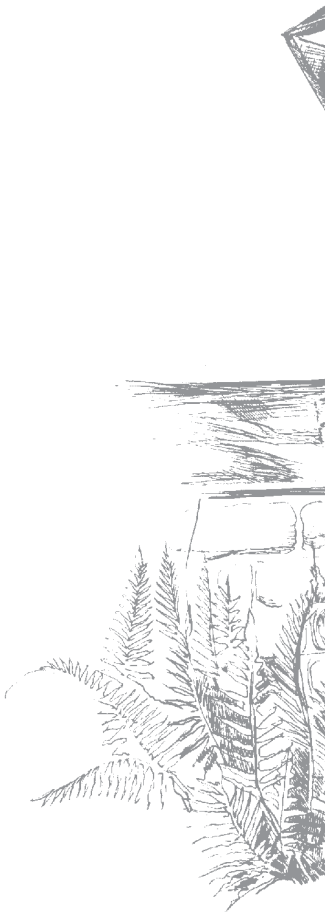
Spring Grove's History
www.springgrove.com/history.html

Photographs of Spring Grove
www.springgrove.com/ImagSGHC2.html

Also check out:

Maryland Office of Tourism
www.mdisfun.org

NOTES



Spring Grove Hospital Center · Wade Avenue · Catonsville, Maryland 21228-8235