

THE UCLA NRSA PRIMARY CARE FELLOWS' GUIDE

UCLA is a large institution. There are 50,000 individuals on campus at any given time. There are more miles of corridors at the Center for the Health Sciences than any brick building in North America except the Pentagon. To facilitate navigating this system, we hope to attempt to centralize as many processes as possible to ensure your transition is smooth.

PROGRAM OFFICERS

Victor Gonzalez (vgonzalez@mednet.ucla.edu or 310-794-2288) will serve as the fellowship coordinator (also called the Site Administrator) for the CHS-based NRSA fellows. Victor can aid you in your needs and/or traffic your questions to the appropriate parties.

Mark Lucas (mlucas@mednet.ucla.edu or 310-794-2280) serves as division administrator for GIM at UCLA and will aid in your stipend payments and help with any building issues relate to Broxton Plaza.

Liz Santiago (esantiago@mednet.ucla.edu or 310-794-2283) will serve as purchasing assistant to aid in obtaining books, readers, supplies, etc.

Andy Gardner (agardner@mednet.ucla.edu or 310-794-2268) serves as administrative assistant in the Clinical Scholars Program office. He will coordinate the summer class sessions.

Alexander Rogelberg (arogelberg@mednet.ucla.edu or 310-794-6962) serves as computer specialist. He will assist in your software, hardware, and networking issues.

IMMEDIATE NEEDS

If you have not already done so, please see Mark Lucas to establish a UCLA appointment for you. Once an appointment is established, an ID number is generated. This ID number is your key to everything you will need at UCLA: parking, ID badge, library privileges, e-mail, etc.

Parking at UCLA is limited. Parking currently costs \$57 per month. You may pay monthly, quarterly, or annually. Payment can be made by cash, check, or credit card, although if you pay via credit card you will need to pick up the permit yourself (otherwise, this can be delivered to you).

Once an ID number is generated, please see Mark Lucas for an application to obtain an ID badge.

Once an ID number is generated, please contact Alex Rogelberg to establish an e-mail account. This may take 48-72 hours after paperwork has been submitted.

COURSES

We anticipate you have already applied and been accepted to a degree program, likely in the School of Public Health. Once this has been established, you can start taking classes.

The Clinical Scholars Program hosts a series of summer courses, including Biostatistics A and B. These courses are designed to help pass any prerequisites in the School of Public Health. In addition, during the summer there are Journal Clubs and a Writing Course that you should take. The NRSA grant will pay for these summer courses and books. Please see Andy Gardner for these materials. Please note that the Clinical Scholars offer a variety of additional courses in the summer and throughout the year. Not all of these are applicable to NRSA fellows. Please consult the Program Director or Victor Gonzalez for the appropriate courses of study.

You will need to register for Public Health classes each quarter. The training grant will directly pay for these courses. NRSA fellows are not eligible for discounts by nature of their appointments. Sign up for classes through URSA (www.ursa.ucla.edu). You will obtain info from UCLA about accessing your URSA account.

HEALTH BENEFITS

You will need to fill out a health insurance fee waiver (MIP) each quarter (accessible off www.gdnet.ucla.edu). As housestaff, you already have health insurance coverage. Therefore, the training grant will not pay for student (MIP) insurance. If you do not submit a waiver, these fees will be deducted from your stipend.

To learn about housestaff benefits, please attend housestaff orientation to obtain the information about your health insurance coverage policy. Questions regarding health insurance can be directed to Rose Ziff or Hillary Stotter in the Housestaff Office (310) 825-8307. If you have a child during fellowship, it is imperative that you let Rose or Hillary know within 30 days of the child's birth in order to have them included on your insurance. They will make sure you complete the necessary paperwork to add your child to the housestaff insurance policy. Your spouse also can be included in your coverage. Compared to other health plans, UCLA Housestaff coverage is quite generous. If you get treated at a UCLA facility and receive a bill, DO NOT PAY IT. Bring the bill immediately to Rose Ziff and she will take care of it for you.

SALARY

NRSA fellows are paid via a stipend paid on a quarterly basis. This is paid at the beginning of each quarter (July, October, January, April). There is a slight delay with the July payment due to the beginning of UCLA's academic year. The stipend may be direct deposited to your bank account (enroll at www.gdnet.ucla.edu) or sent via check to your home. Note that stipends do not have taxes withheld; you are responsible for paying taxes on this income. We recommend you file quarterly estimated tax returns. While we cannot tax advise, we encourage you to speak with your accountant or tax advisor, or speak with a senior fellow in the program.

Stipends are based on NIH rates and supplemented with institutional funds to pay the required rate of your appropriate PGY level.

Please note that, as this is a stipend, you are not eligible to have retirement funds deducted directly from your check pre-tax.

SOFTWARE

UCLA computers are pre-loaded with Microsoft Office packages (Word, Excel, Access, Outlook, Powerpoint). SAS and STATA can be purchased via Alex Rogelberg. One (1) copy can be provided to each fellow.

RESEARCH SUPPLIES

The NRSA fellowship award provides each fellow with an allocation for educational and research supplies. Books, software, and miscellaneous expenses are taken from this budget. Please speak with the program officers before purchasing any items. Most can be ordered or paid via purchase order (LVO). Items that cannot may need to be paid by personal funds and reimbursed by the fellowship after-the-fact. An original receipt and proof of payment (cancelled check or credit card statement) are required.

The NRSA program will pay for books and course readers for classes. Please bring a print out of books/readers you will need, along with the cost, to Liz Santiago. She will prepare a purchase order for you. This will serve as an LVO, which you can exchange at the UCLA bookstore for your textbooks.

For general office supplies, please see Victor Gonzalez who can provide or procure them for you.

TRAVEL

The NRSA training grant will pay for two trips each year, one to the NRSA national meeting each June and a second trip to a national conference within your clinical specialty. Please review any intended professional trips with the Program Director prior to scheduling.

UCLA Travel will facilitate direct scheduling and billing for your flight. However, taxi and hotel costs will need to be borne out of pocket. These can be reimbursed at the end of the trip as appropriate.

PHOTOCOPYING

Broxton Plaza houses three high-volume copy machines. An individual copy code will be assigned to you for each. Should you require copying in the UCLA libraries, please see Victor Gonzalez and a copy card can be assigned to you for this purpose.

PAGER

Please contact Rose Ziff (rziff@mednet.ucla.edu) in the UCLA Housestaff Office to obtain your pager. All physicians carrying pagers at UCLA are required to maintain on-call status or sign out to an appropriate covering physician at all times.

CLINICAL WORK

NRSA fellows based at CHS are required to perform clinical work. Please discuss with the Program Director options and assignments.

For internal medicine fellows, please ensure that you complete a medical staff application; this can be obtained from Tim Christopher (tchristopher@mednet.ucla.edu). Once clinical privileges have been activated, please contact Tony Michaelis (tmichaelis@mednet.ucla.edu) in the Internal Medicine Suites (200 Medical Plaza #420) to establish a clinic schedule.

Lab coats can be provided. Please visit Scrubs Unlimited in Westwood Village to choose a coat style and size. Please ensure the pocket reads "UCLA General Internal Medicine" on the first line and your name on the second in navy blue script. Please bring the invoice to Liz Santiago who will generate an LVO for payment.

Tony Michaelis will provide clinical business cards upon establishment of a clinic schedule.

MOONLIGHTING

Limited moonlighting is permitted in this program. Please discuss any details with the Program Director to ensure this does not conflict with University or fellowship restrictions.

PROTOCOL MEETINGS

A fundamental fellowship requirement is the completion of a protocol for your main research project. The protocol provides an experience writing a preliminary research grant, ensures dedicated attention and feedback from Research and Program Mentors, and is required to access fellowship research funds. The protocol should be completed by the end of a fellow's first year and certainly no later than the end of summer, year 2. The protocol meeting should take place before the research project commences.

The protocol is in an NIH format. Examples of prior fellows' protocols are available from Victor Gonzalez. The protocol must be approved by the fellow's protocol committee. The fellow should meet with members of this committee as the protocol is developed to incorporate feedback into the protocol as it develops.

The protocol committee must include the Fellow's Program Mentor and two Research Mentors (one MD and one non-MD scientist faculty member) and often includes the Program Director. Additional content/methods specialists are selected with the Program and Research Mentors. The Fellow will give a 20-minute presentation and the committee will then ask questions and

discuss the project. At the conclusion of the meeting, the committee must approve or disapprove the protocol and should make recommendations for changes, if needed. Approval of the fellowship protocol is required before fellowship resources can be used toward the project.