Neurology Onboarding Resource Guide 2023-2024
Information and Resources for all members of the Department of Neurology

Neurology Administration|215-662-2700
www.med.upenn.edu/neurology

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The Department of Neurology has a strong mission and a rich history at the University of Pennsylvania. We have a long tradition of excellence in patient care, research and education in both adult and pediatric neurology. Since its establishment more than a century ago, our department has shaped the field of neurology by pioneering essential neurologice treatments and diagnostic techniques. Today, we are committed to our mission – to be a center of excellence and innovation dedicated to the pursuit of curing neurologic diseases through compassionate, patient-centered care, transformative research and education of the future leaders in neurology.

FROM THE DESK OF THE CHAIR

Welcome to the Department of Neurology at the Perelman School of Medicine at the University of Pennsylvania and University of Pennsylvania Health System! In Neurology, we work to develop effective treatments and therapies that requires the expertise, dedication and cooperation of scientists from many fields of research to treat basic and complex neurological disorders. Established in 1871, by Dr. Horatio Wood, the Department of the Neurology is the oldest Department in the country with a history of excellence in patient care, research and education in both adult and pediatric neurology. Today, Penn Neurology faculty members are engaged in groundbreaking research and clinical trials involving many complex neurological disorders. The Department includes over 130 full-time and associated faculty with a full range of clinical activities, based at the Perelman School of Medicine (PSOM), University of Pennsylvania Health System (UPHS), and Children's Hospital of Philadelphia (CHOP).

The Department and its residency programs at Penn and CHOP have been ranked highest in the region and overall the clinical specialties at the Hospital of the University of Pennsylvania have been consistently ranked among the nation's best. It has been in the top ten Neurology Departments with respect to NIH funding during the last ten years. We have active research programs in Alzheimer's Disease, Fronto-temporal Dementia, Parkinson's Disease, Epilepsy, Stroke, Cognitive/Behavioral Neurology, Neuromuscular Disease and ALS, Autoimmune Neurology, Multiple Sclerosis, Neuro-Ophthalmology, Neuro-oncology, Neurovirology, Functional neuroimaging and more!

The Department has a long tradition of excellence in the education of future leaders in the field of neurology. Its educational programs are highly acclaimed and the residency program is considered one of the best in the country, offering the opportunity to work with the leaders in neurological care and research, utilizing state-of-the-art resources, backed by a world-renowned medical center. The program is fully accredited for 42 Residents in adult and 21 Residents in pediatric neurology and is approved by the ACGME for 10 years. Eighty-five percent of Residents trained in the last 25 years currently hold academic positions.

This year marks a particularly proud moment in Penn Neurology as we move our in-patient teams to the Pavilion Building. Complete with state-of-the-art facilities, including a 3T research MRI and innovative Epilepsy Monitoring Unit, the care we will provide our patients will be bar none.

Welcome to Penn Neurology!

Frances Jensen, MD

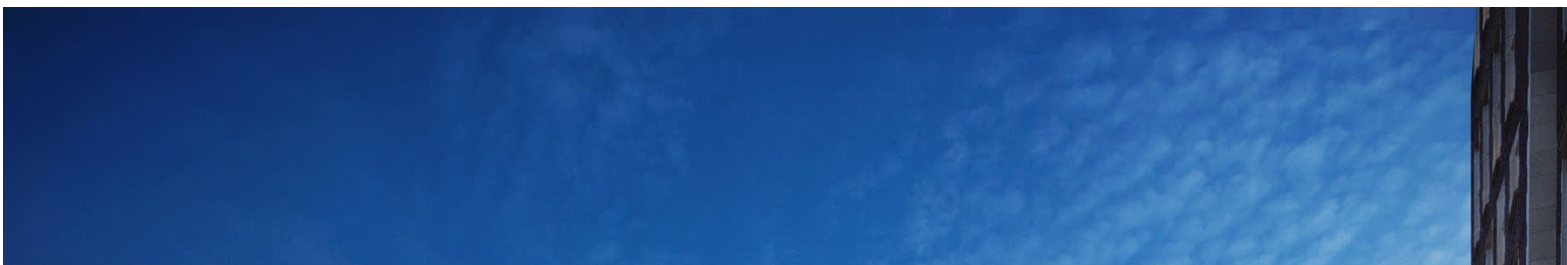Professor and Chair, Department of Neurology
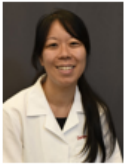
THE DEPARTMENT OF NEUROLOGY PHOTO

2023 Faculty Photo
WELCOME TO OUR NEW FACULTY AND STAFF JOINING THE NEUROLOGY FAMILY

Hospital of the University of Pennsylvania (HUP) – The Penn Pavilion – Opened in October 2021

New Faculty Members of Penn and CHOP Neurology

Denise Xu, MD
Assistant Professor AC Track
Neurohospitalist
University of California
San Francisco

Yinka Read, PsyD
Assistant Professor AC Track
Neuropsychology
Rowan University School of
Osteopathic Medicine

Sydni Cole, MD
Assistant Professor CE Track
Stroke
Penn

David Fischer, MD
Assistant Professor CE Track
Neurocritical Care
Penn

Lauren Hammer, MD, PhD
Assistant Professor CE Track
Movement Disorders
University of California
San Francisco

Natali Baner, MD
Assistant Professor of Clinical Neurology
The Children's Hospital of Philadelphia

Mariko Bennett, MD, PhD
Assistant Professor of Neurology
and Pediatrics
The Children's Hospital of Philadelphia

Eva Catenaccio, MD
Assistant Professor of Clinical Neurology
Children's Hospital of Philadelphia

Danielle deCampo, MD, PhD
Assistant Professor of Clinical Neurology
The Children's Hospital of Philadelphia

Laura DiDomenico, MD
Assistant Professor of Clinical Neurology
Cincinnati Children's Hospital

Yi Na Dong, PhD
Research Assistant Professor
Penn

Srdjan Joksimovic
Research Assistant Professor of Neurology
University of Colorado

Susan Matesanz, MD
Assistant Professor of Clinical Neurology
Children's Hospital of Philadelphia

Mollie Philip, MD
Assistant Professor of Clinical Neurology
Dartmouth Health

Sonal Sharma, MD
Clinical Assistant Professor
The Children's Hospital of Philadelphia

FY 24 New Penn and CHOP Instructors and Fellows

Madeline Singer, MD
Instructor
Neuromuscular - Penn

Christopher Brown, MD, PhD
Instructor
Cognitive / General - Penn

Laura Pappalardo, MD, PhD, Pharm.D.
Instructor
TBI / General - Penn

Danielle Barber, MD, PhD
Instructor
The Children's Hospital of Philadelphia

Vishnu Cuddapah, MD, PhD
Instructor
The Children's Hospital of Philadelphia

Sarah Grewal, DO
Penn Medicine Clinician
National Institute of Neurological
Disorders and Stroke Bethesda, MD

Jessica Johnson, DO
Clinical Assistant Professor
University of Rochester School
of Medicine & Dentistry

Jill McKee, MD, PhD
Instructor
The Children's Hospital of Philadelphia

Joseph Vithayathil, MD, PhD
T32 research fellow
The Children's Hospital of Philadelphia

George Kannarkat, MD, PhD
NRSA Post-Doc Fellow
Movement Disorders - Penn

Jesse Cohen, MD
NRSA Post-Doc Fellow
Movement Disorders - Penn
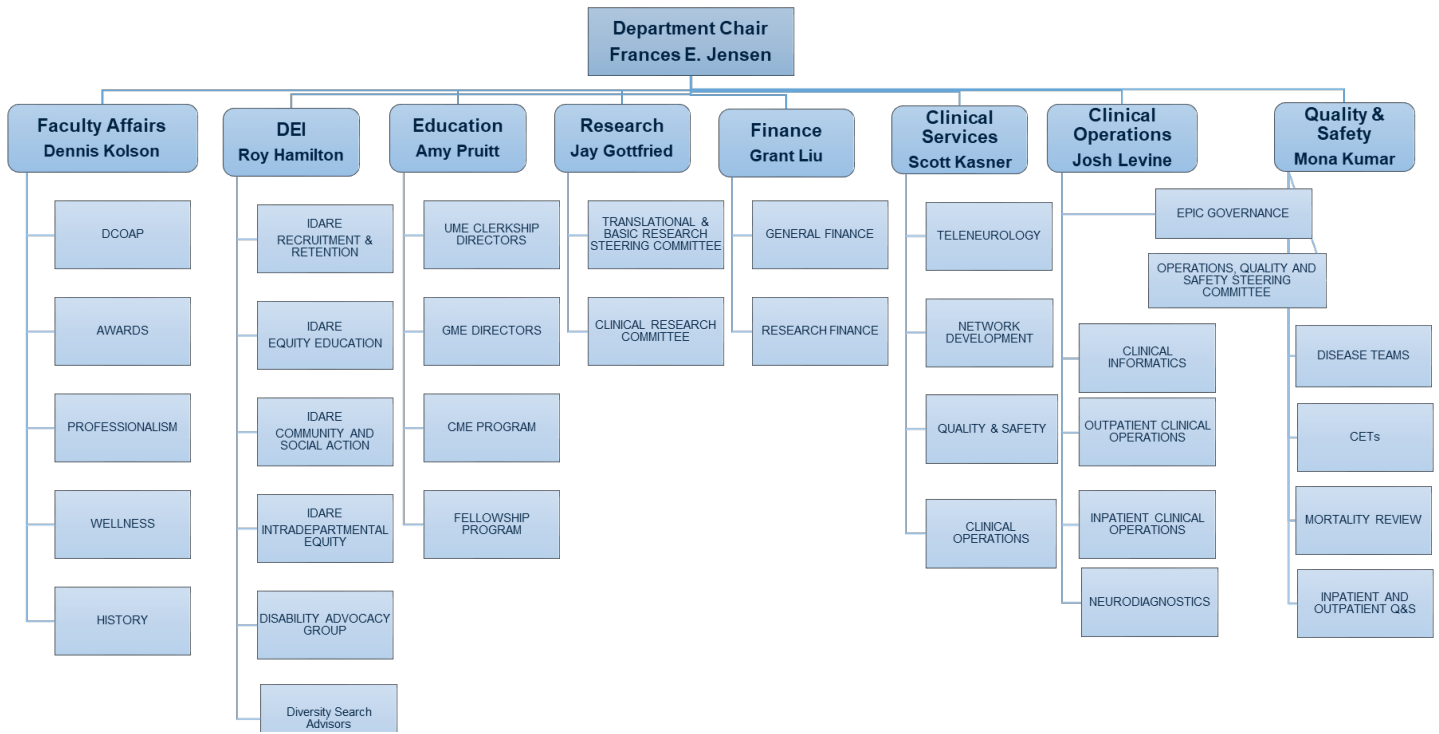
Catherine Norise, MD
NRSA Post-Doc Fellow
Cognive - Penn

Catherine Kulick-Soper, MD
NRSA Post-Doc Fellow
Epilepsy - Penn

Sahily Reyes-Esteves, MD, PhD
NRSA Post-Doc Fellow
Stroke - Penn

Leadership Structure

Organizational Chart

Department Chair
Frances E. Jensen

Faculty Affairs — Dennis Kolson
- DCOAP
- AWARDS
- PROFESSIONALISM
- WELLNESS
- HISTORY

DEI — Roy Hamilton
- IDARE RECRUITMENT & RETENTION
- IDARE EQUITY EDUCATION
- IDARE COMMUNITY AND SOCIAL ACTION
- IDARE INTRADEPARTMENTAL EQUITY
- DISABILITY ADVOCACY GROUP
- Diversity Search Advisors

Education — Amy Pruitt
- UME CLERKSHIP DIRECTORS
- GME DIRECTORS
- CME PROGRAM
- FELLOWSHIP PROGRAM

Research — Jay Gottfried
- TRANSLATIONAL & BASIC RESEARCH STEERING COMMITTEE
- CLINICAL RESEARCH COMMITTEE

Finance — Grant Liu
- GENERAL FINANCE
- RESEARCH FINANCE

Clinical Services — Scott Kasner
- TELENEUROLOGY
- NETWORK DEVELOPMENT
- QUALITY & SAFETY
- CLINICAL OPERATIONS

Clinical Operations — Josh Levine
- EPIC GOVERNANCE
- OPERATIONS, QUALITY AND SAFETY STEERING COMMITTEE
- CLINICAL INFORMATICS
- OUTPATIENT CLINICAL OPERATIONS
- INPATIENT CLINICAL OPERATIONS
- NEURODIAGNOSTICS

Quality & Safety — Mona Kumar
- DISEASE TEAMS
- CETs
- MORTALITY REVIEW
- INPATIENT AND OUTPATIENT Q&S

ADMINISTRATIVE LEADERSHIP

Chair   Frances E. Jensen, MD, FACP

Chief Operating Officer	Michael Kalfin
Director of Finance	Ellen O'Neill
Director of Operations	Caitlin Smith
Director of Academic Affairs and Education	Natalie Marciano
Director of Nursing	Kristin McCabe, RN
Director of Grants Administration	Ellen Solvibile and Rachel DeAngelis
Director of Clinical Research Operations	Naseem Kerr

EXECUTIVE COMMITTEE

The Committee meets monthly following our department finance committee meeting. All vice chairs are present to discuss relevant topics related to finance, operations, recruitment and research. The chair of the department leads all discussions. Relevant health system governance topics are often addressed.

Committee Members:
Chair: Frances Jensen, MD, FACP
Vice Chair Clinical Affairs: Scott Kasner, MD
Vice Chair Education: Amy Pruitt, MD
Vice Chair Research: Jay Gottfried, MD, PhD
Vice Chair Inclusion/Diversity: Roy Hamilton, MD
Vice Chair Operations: Josh Levine, MD
Vice Chair Quality/Improvement: Monisha Kumar, MD
Vice Chair Faculty Development/Affairs: Dennis Kolson, MD, PhD * will remain until mid FY23
Vice Chair Finance: Grant Liu, MD
Vice Chair Development: Matt Stern, MD
PSP Regional Director: Seth Haplea, MD
Ad Hoc Member: Steven Scherer, MD, PhD
Site Chief: Pennsylvania Hospital: Ray Price, MD
Site Chief: Presbyterian Hospital: Sashank Prasad, MD
Site Chief: VA Hospital: Allison Willis, MD
Site Chief: CHOP Brenda Banwell, MD (will attend quarterly)

DIVISION CHIEFS

Committee covers operational, financial and administrative topics each month. Representatives from each of the department divisions participate. Current operational topics are addressed and through the direction of COO and DOO of the department, updates and follow up tasks are announced. Monthly financials are reviewed by the DOF. Current financial topics are presented, with engagement from the vice chair of finance. The chair of the department is present, overseeing all agenda items.

• Stroke: Scott Kasner, MD	• Sleep: Dave Raizen, MD, PhD
• Neurocritical Care: Josh Levine, MD	• General Neurology: Amy Pruitt, MD
• Epilepsy: Kate Davis, MD	• Neuro-Ophthalmology: Grant Liu, MD
• Cognitive: David Wolk, MD	• Neurohospitalist: Ray Price, MD/Paul Novello, MD
• Multiple Sclerosis and Related Disorders: Amit Bar-Or, MD	• Neuropsychology: Dawn McMillan, MD
• Neuromuscular: Shawn Bird, MD	• Headache: Seniha Ozudogru, MD
• Movement Disorders: Andrew Siderowf, MD	• Child Neurology: Brenda Banwell, MD
	• Regional Sites/CCA: Seth Haplea, MD

PROGRAM DIRECTORS

Residency Training: Ray Price, MD; Geoff Aguirre, MD, PhD; Laura Stein, MD; Kelley Humbert, MD; Rohini
Samudralwar, MD; Denise Xu, MD

Wellness: Jennifer Orthmann-Murphy, MD; Danielle Sandsmark, MD
IDARE: Roy Hamilton, MD
Clinical Informatics: David Do, MD
Clinical Operations: Dina Jacobs, MD
Awards: Branch Coslett, MD; Howard Hurtig, MD
Clinical Research: Michael Gelfand, MD, PhD

DEPARTMENT PROGRAMS -
Major categories of Departmental Programs overseen by Vice Chairs

Faculty Affairs (Vice Chair Faculty Affairs) – Dr. Dennis Kolson	Clinical Programs (Vice Chair Clinical Operations and Vice Chair Quality and Safety) – Drs. Kasner, Levine, Kumar	Inclusion and Diversity (Vice Chair DEI) – Dr. Roy Hamilton
- DCOAP - Awards - Wellness - Professionalism - History Committee	**Epic, Clinical informatics** **Clinical Operations** Inpatient Outpatient Neurodiagnostics **Clinical Quality and Safety** Inpatient Outpatient M&M conference planning Teleneurology Network Development	**IDARE** Retention and Recruitment Equity Education Community and Social Action Intradepartmental Equity **IDARE Steering Committee** **Neurology Disability Advocacy** **Diversity Search Advisors**
Education (Vice Chair Education) – Dr. Amy Pruitt	Research Programs (Vice Chair Research) – Dr. Jay Gottfried	Finances (Vice Chair Finance) – Dr. Grant Liu
- UME - GME - Fellowship	**Basic Translational Research** **Clinical Research**	**Clinical** **Research**
Development/Philanthropy/PR/Media (Chair and Vice Chair Development) – Dr. Matt Stern **Philanthropy oversight** **Clinical marketing** Social Media		

Program Name	Director/Assistant/Associate Program Director
Cognitive and Behavioral Neurology	Sanjeev Vaishnavi, MD

Neuroimmunology to include Multiple Sclerosis (MS)	Jennifer Orthmann-Murphy, MD, PhD - co-director Rohini Samudralwar, MD - co-director
Epilepsy	Saurabh Sinha, MD, PhD Genna Waldman - Associate PD
Intracranial Electroencephalography	Saurabh Sinha, MD, PhD
Clinical Neurophysiology	Saurabh Sinha, MD, PhD
Neuro-Ophthalmology	Kenneth Shindler, MD, PhD
Neurohospitalist	Anne Douglas, MD Daniel Cristancho, MD - Associate PD
Neuro-Oncology	Richard Phillips, MD, PhD
Vascular Neurology (Stroke)	Donna George, MD Steven Messe, MD - Associate PD
Neuromuscular Medicine	Chafic Karam, MD
Movement Disorders	Andres DeikAcostaMadiedo, MD, MSEd Pavan A. Vaswani MD, Ph.D. – Assistant PD
Neurocritical Care	Danielle Sandsmark, MD, PhD Matthew Michaels, DO – Assistant PD
Cerebrovascular Disease (StrokeNet)	Scott Kasner, MD, MSCE
Headache	Seniha Ozudogru, MD

NEUROLOGY DIVISIONS And PROGRAMS

COGNITIVE DIVISION Dr. David Wolk	**NEUROMUSCULAR DISORDERS DIVISION** Dr. Shawn Bird	**STROKE/VASCULAR DIVISION** Dr. Scott Kasner
EPILEPSY DIVISION Dr. Kathryn Davis	**NEUROCRITICAL CARE DIVISION** Dr. Joshua Levine	**SLEEP NEUROLOGY DIVISION** Dr. David Raizen
GENERAL NEUROLOGY/ONCOLOGY DIVISION Dr. Amy Pruitt	**NEURO-OPHTHALMOLOGY DIVISION** Dr. Grant Liu	**MOVEMENT DISORDERS DIVISION** Dr. Andrew Siderowf
MULTIPLE SCLEROSIS AND RELATED DISORDERS DIVISION Dr. Amit Bar-Or	**NEUROPSYCHIATRY DIVISION** Dr. Dawn Hamilton-Mechanic	**PEDIATRIC NEUROLOGY CHOP DIVISION** Dr. Brenda Banwell
Neurohospitalist Division Drs. Ray Price and Paul Novello		

NEUROLOGY TRANSLATIONAL CENTERS OF EXCELLENCE

TCE Title: Precision Neuroscience Director: Alice Chen-Plotkin, MD	**TCE Title: Neurogenetics** Director: Steve Scherer, MD

TCE Title: Penn Center for Neuroaesthetics Director: Anjan Chatterjee, MD, PhD	**TCE Title: Center for Neuroinflammation and Experimental Therapeutics** Director: Amit Bar-Or, MD
TCE Title: Neuronal mechanisms for auditory learning Director: Maria Geffen, MD	**TCE Title: Traumatic Brain Injury Clinical Research Initiative** Director: Ramon Diaz-Arrastia, MD, PhD
TCE Title: Penn Epilepsy Center Director: Kathryn Davis, MD	**TCE Title: Brain Science Center** Director: John A. Detre, MD
TCE title: Autoimmune Neurology Director name: Eric Lancaster, MD, PhD	**TCE title: Neuroengineering TCE: Center for Neuroengineering & Therapeutics** Director name: Brian Litt, M.D.
TCE title: Penn Center for Neuro-Cardio Protection (PCNC) Director name: Steven Messé, MD	**TCE title: Translational Center of Excellence for Neuroepidemiology, Neurological Outcomes & Disparities Research** Co-Directors names: Nabila Dahodwala, MD, MS, Allison W. Willis, MD, MS
Title: Penn Memory Center Director: David Wolk, MD	**Title: Brain Stim Center** Director name: Roy Hamilton, MD
Title: Penn Comprehensive ALS Center Director name: Lauren Elman, MD and Colin Quinn, MD	

DEPARTMENT OF NEUROLOGY LEADERSHIP

WITH ADMIN CONTACTS

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		Office Phone: 215-829-6500
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Joshua Levine, MD jolevine@pennmedicine.upenn.edu or Joshua.levine@pennmedicine.upenn.edu	Vice-Chair of Clinical Operations and Division Chief, Neurocritical Care Division: Neurocritical Care	Department of Neurology 3 W. Gates Office Phone: 215-662-3368

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Amy Pruitt, MD pruitt@pennmedicine.upenn.edu asst: Marilyn Ramos Marilyn.ramos@pennmedicine.upenn.edu 215-662-2796	Vice Chair, Education Division Chief, General Neurology Divisions: General Neurology	Department of Neurology 3 W. Gates Office Phone: 215-662-2796

RESIDENCY PROGRAM

Raymond Price, MD raymond.price@pennmedicine.upenn.edu asst: Karen Conroy Karen.conroy@pennmedicine.upenn.edu 215-662-6551	Co-Director, Residency Program	Department of Neurology 3 W. Gates Office Phone: 215-662-2625
Geoffrey K. Aguirre, MD, PhD Geoffrey.Aguirre@pennmedicine.upenn.edu Or aguirreg@upenn.edu	Associate Director, Residency Program	Goddard Laboratories, Room 518 University of Pennsylvania 3710 Hamilton Walk Philadelphia, PA 19104 Office: 215-573-7065 Office: 215-662-3390
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DIVISION CHIEFS

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LEADERSHIP AND ADMINISTRATIVE STAFF – *at a glance*

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INTERNAL CONTACTS		

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Other Faculty, Staff and Department members NOT LISTED can be found at either of the following sites via the directory:
UPHS phonebook http://uphsxnet.uphs.upenn.edu/home/
Penn Directory https://www.med.upenn.edu/psom/directory.html

ONBOARDING ITEMS – *AT A GLANCE*

CHECKLIST ITEM	SPECIFICS	NAME/CONTACT
INTERNAL CONTACTS		
Computer, devices	Ordering laptop, desktop, phone	**Caitlin Smith** **caitlin.smith@pennmedicine.upenn.edu**
Office	Office set-up, Furniture, cleaning, Phone, etc.	**Victoria Hamilton** **Victoria.hamilton@pennmedicine.upenn.edu**
Medical Affairs	Licensing, privileges, credentialing,	**Hannah Childs** **Hannah.Childs@Pennmedicine.upenn.edu**

Faculty Affairs	Faculty appointment, teaching workshops, provost, academic planning	**Rebecca Hyde** rebecca.hyde@pennmedicine.upenn.edu
Business Office	Human Resources issues, expenses, grant/research, travel	**Juan Nicdao** **Juan.nicdao@pennmedicine.upenn.edu**
Supplies	All office supplies will need to go through the business office and must be a preferred vendor	**Karen Conroy, Juan Nicdao**
Lab Coats/white coats	Ordering, cleaning, etc.	**Karen Conroy**
Stationary, business cards	Templates, etc.	**Karen Conroy**
Clinic Schedules		**Madeline McNichol**
Epic Training		**Caitlin Smith 215-662-3366**
Billing - Codes		**Janice Gallo 215-349-5310**
Websites – clinical and research	Clinical: https://www.pennmedicine.org/for-patients-and-visitors/find-a-program-or-service/neurology Research/academic: https://www.med.upenn.edu/neurology/	**Sonja Ogden** **Chrissy Hunsberger-Smith**
Marketing/Communications/ Public Relations – Media related Interviews	Online profiles, clinical website, newsletter, physician announcements, branding campaign, and other things marketing in nature	Our contacts: **Marketing contacts:** Sarah Hetzel Sarah.Hetzel@pennmedicine.upenn.edu **Public Relations and Communications contact:** Kelsey Geesler Kelsey.Geesler@pennmedicine.upenn.edu Cell: 215-300-1194
Philanthropy/ Penn Alumni	Development and Alumni Relations - https://www.alumni.upenn.edu/s/1587/gid2/16/start.aspx?gid=2&pgid=61	Our contacts: **Lindsey Walker** 215-898-3037 **Caroline Harris** 215-573-2993

Chair/Administration	Executive Assistant to the Chair – all scheduling, appointment and manager of academic related activity for Neurology	**Sonja Ogden** 215-662-3389
Conference Room Schedules	Our internal conference rooms are: 3 Gates Lobby – capacity of 35-40 people 3 Old Gates – capacity of 20-25 people 3 Dulles – capacity of 8-12 people Additional conference rooms can be reserved through Workplace@PennMedicine: Room Reservation - Home (upenn.edu)	Victoria Hamilton Sonja Ogden Vanna Hing
Workday	human resource, payroll and financials cloud base platform	https://www.workday.upenn.edu/
ID badges (HUP and Penn Cards)	ID office: Silverstein Ground Floor (new location) oa od 7/24/2023 Building for HUP Badge Penn Bookstore: for Penn ID	HUP - 3400 Spruce Street
Penn Resource Portal	Full employee resource portal things like……Parking locations, Food, Recreation, and many other resources	u@penn https://portal.apps.upenn.edu/penn_portal/u@penn.php
Maps/ Campus Directions for local travel and other nearby interests	University Campus locations, Septa, Restaurants, Dining and campus information	https://www.facilities.upenn.edu/maps
University Holidays	Recognized holidays	https://almanac.upenn.edu/articles/recognized-holidays-for-fiscal-year-2020
Neurology Social Media	**Twitter:** @pennneurology **Facebook:** Penn Neurology **Instagram:** penn_neurology_residency	Sonja Ogden Laura Stein, MD

Expenses/Reimbursement	Expense Management (XM) module of the Infor System	https://pennmedaccess.uphs.upenn.edu/ my.policy
Penn Academic Calendar	Schedules for each term – also alumni day, commencement, etc.	https://almanac.upenn.edu/penn-academic-calendar
Information Services	Health System: IT Support, computer set-up and troubleshooting support	**215-662-7474**
	Contact Digital Academic Resource Transformation (DART) for the following; 1. Penn Medicine email address 2. DART username and password 3. Initial setup (imaging) of computer(s) and printer(s). FORMERLY PMACS	Submit a ticket to DART help desk for support or service.
Research Support Services	ORS provides administrative support to faculty and departmental managers for sponsored project activities. ORS is responsible for proposal submission and agreement negotiation for federal sponsors and non-profit sponsors. ORS is responsible for all post-award activities, regardless of sponsor.	http://www.upenn.edu/researchservices/
University central Website u@penn	University of Penn Website University Faculty, Staff, etc. portal	https://www.upenn.edu/ https://portal.apps.upenn.edu/penn_portal/u@penn.php
Benefits Solution Center	• Supports the University community in the transition from legacy systems to Workday@Penn	**215-898-7372** hcmsolutioncenter@upenn.edu

	• Assists the University community with human resources and payroll questions and more	
Travel policies/guidelines	All policies, forms and helpful information	http://cms.business-services.upenn.edu/penntravel/policies.html

NEUROLOGY DEPARTMENT MONTHLY MEETING SCHEDULE

Research Meeting	Faculty Meeting
Meeting Hosts: Jay Gottfried, MD and AFO	**Meeting Host:** Frances E. Jensen, MD, FACP
Meeting Location: virtual	
Date: first Thursday of every month	**Meeting Location:** virtual
Time: Noon to 1:00	**Date:** second Thursday of every month
	Time: Noon to 1:00
Division Chiefs Meeting	Inclusion and Diversity Steering Committee Meeting
Meeting Host: Mike Kalfin, COO	**Meeting Host:** Roy Hamilton, MD
	By invitation
Meeting Location: virtual	**Meeting Location:** virtual
Date: third Thursday of every month	

Time: Noon to 1:00	
Wellness Steering Committee Meeting **Meeting Host:** Danielle Sandsmark, MD, PhD, Jennifer Orthmann-Murphy, MD, PhD Meeting varies and by invitation **Meeting Location:** virtual	**DCOAP Meeting** **Meeting Host:** Dennis Kolson, MD, PhD Committee Meeting varies **Meeting Location:** 3 Gates Lobby Conference Room or virtual
Clinical Research Operations Meeting **Meeting Host:** Naseem Kerr **Meeting Location:** virtual **Date:** third Wednesday of every month **Time:** 3:00pm	**Weekly Wednesday Education Lectures** **M&M Lecture –** (first Wednesday) of each month at 12pm **Grand Rounds Lecture –** (the second, third & fourth Wednesday) of each month at 12pm **Neuropathology Lecture –** (every first and third Friday) of each month at 8am and 12pm

ADMINISTRATIVE LEADERSHIP AND STRUCTURE

Frances E. Jensen, MD	**Chair of Neurology**
Michael Kalfin	**Chief Operating Officer**
Ellen O'Neil	**Director of Finance**
Natalie Marciano	**Director of Academic Affairs and Education**

Caitlin Smith	Director of Operations
Rachel DeAngelis	Director of Academic Business Operations
Ellen Solvibile	

Departmental Faculty and Staff Governance Committees

Executive Committee
The Committee meets monthly following our department finance committee meeting. All vice chairs are present to discuss relevant topics related to finance, operations, recruitment and research. The chair of the department leads all discussions. Relevant health system governance topics are often addressed.

Finance Committee
The Finance Committee oversees the profit and loss analyses of departmental programs and individual faculty and care providers. The Chair and the Executive Committee refer to the Finance Committee to provide paths to resolve variances and adjudicate disparities in compensation or other funding issues for department operations and programs.

Division Chief Committee
Committee covers operational, financial and administrative topics each month. Representatives from each of the department divisions participate. Current operational topics are addressed and through the direction of COO and DOO of the department, updates and follow up tasks are announced. Monthly financials are reviewed by the DOF. Current financial topics are presented, with engagement from the vice chair of finance. The chair of the department is present, overseeing all agenda items.

Departmental Committee on Appointments and Promotions (DCOAP)
Committee meets monthly to review appointments, reappointments, and promotions in the department. Discussion is led by the Chair of the committee. With the objective of recruiting and retaining distinguished faculty, the committee is a resource providing faculty review and support during the processes of appointment, reappointment, and promotion. Approved recommendations of the committee are subject to subsequent review at the School and University levels.

Research Committee
The Research Committee collaborates to review innovative and research based projects that will bring us to the forefront of science. Our faculty benefits from a highly collaborative environment that consists of inter-disciplinary programs. The Committee looks for opportunities for innovations and research funding and this has grown by about 20% over the past 6 years. Through research, we can continue to protect and support the academic effort and mission.

Education Committee
The Education Committee was developed to support and oversee the teaching mission of the department and university as a whole. Education Policy development, new training programs and strategic initiatives are the primary goals that the committee is responsible for overseeing. The committee also factors in goals to increase onboarding of residents into the program and to help with the retention within the program itself, by creative attractive. It consistently strives to remain one of the top educational hospital settings and continues to be competitive in the field

with recruitment of candidates. This committee is responsible for creating new programs in subspecialty neurology, special programs and other certificate programs for residents.

Inclusion, Diversity, Antiracism and Equity Committee (IDARE)
The purpose of the Diversity and Inclusion Committee is to follow through on this commitment by promoting a departmental culture in which faculty and trainees from the broadest possible range of backgrounds and life experiences can thrive professionally and meet the clinical needs of an increasingly diverse patient population. In order to achieve these objectives, the committee will pursue three principal strategies. The first of these is to enhance the diversity of neurology faculty and trainees. To that end, the committee will emphasize the importance of diversity as a consideration in new faculty searches, faculty development and retention efforts, and the recruitment of talented residents and fellows. Secondly, the committee will increase faculty and trainee awareness of disparities as they pertain to neurologic care. Finally, the departmental diversity committee will work to enhance community outreach efforts on the part of Penn Neurology by bolstering both local and global service opportunities for faculty and trainees.

Equity Education	Recruitment & Retention	Community and Social Action	Intradepartmental Equity
Aim: To provide education and training that ensures that all members of the department feel *confident and equipped to address discrimination of any sort* in both clinical and nonclinical contexts.	**Aim:** To ensure that Neurology seeks talent from all walks of life and retains that talent by advancing programs that enable *all department members* to thrive professionally.	**Aim:** To serve the local community by addressing social determinants of neurological health, foster increased trust in Penn Neurology among historically disadvantaged members of our local community, and to *normalize participation in social and community actions and advocacy* in the Neurology Department.	**Aim:** To *eliminate equity gaps* to create a culture of inclusion for all members of the Department of Neurology.

Awards Committee
The Awards Committee was formed to review and recommend award nominations for faculty and staff of neurology. These awards are important and help to recognize, promote and increase the profile of individuals in our department for their scientific accomplishments and/or other career goals and highlights. The committee is comprised of senior members of the department who recommend peers, and junior faculty members for national and international scientific organization awards as well as the Perelman School of Medicine awards. It is the goal of the Committee to promote the success of our faculty/staff and to increase their profiles throughout the university and health system, nationally and internationally.

Wellness Steering Committee
The Penn Neurology Department Wellness Steering Committee began in March 2020 and is comprised of representatives from clinical and research faculty, advanced practice providers and staff. The mission of this committee is to support individuals in the department of neurology, by enabling personal growth and positive relations with others and promoting resilience in the face of typical and atypical circumstances, so that we may flourish in our careers.

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eurology Residents and Fellows 2023-2024

WELCOME TO OUR NEW RESIDENTS!

FY 24 RESIDENTS	JAR: 1ST YEAR RESIDENTS	SAR: 2ND YEAR RESIDENTS	SSAR: 3RD YEAR RESIDENTS
PRELIMS (PGY1) John T. Cook, MD Jonathan (Vivian) Dickens, MD, PhD Tochi P. Eboh, MD Nicholas J. Fioravante, MD Joseph R. Geraghty, MD, PhD Asma Akhbar Ladak, MBBS, MPH Janine Lemos Melo Lobo Jofili Lopes, MD Naomi Mayman, MD (Pennsy) Ozichi C. Osuoha, MD Tanya F. Panwala, MD (Pennsy) Rebecca E. Row, MD (Pennsy) Elsa Salim Karam, MD Anne T. Taylor, MD Aaron M. Williams, MD, PhD (Pennsy)	Samuel Belfer, MD, PhD (Child Neurology) Brittany Charsar, MD, PhD (Child Neurology) Alex Chen, M.D. Vivian Chioma, MD, PhD Anthony Cordisco, MD Eli Cornblath, MD, PhD Kirsten Craddock, MD (Child Neurology) Lydia Denison, MD Swetha Dravida, MD, PhD (Child Neurology) Robert Eisinger, MD, PhD Yombe Fonkeu, MD Alec Gibson, MD, PhD Brian LaGrant, MD (Child Neurology) Theandra Madu, MD Laura Mivares-Hernandez, MD (Child Neuro) Noelle Ohanesian, MD Jonathan Perkins, MD Elizabeth (Libby) Polott, MD (Child Neuro) Sabine Schneider, MD, PhD Noor Shaik, MD, PhD Brendan Zotter, MD, PhD	Lindsay J. Agostinelli, MD, PhD Ashley Bach, MD, MPH (Child Neuro) Christina M. Boada, MD, MS Gina Chang, MD, MPH (Child Neuro) Holly C. Elser, MD, MPH, PhD Michelle Han, MD (Child Neurology) Charmaine Jenkins, MD (Child Neuro) Riley Kessler, MD (Child Neurology) Caroline F. Kruse, MD Jessica N. Little, MD, PhD Rogan G. Magee, MD, PhD Kelly Markwalter, MD, PhD (Child Neurology) Humberto Mestre Payne, MD, PhD Jenna L. Miller, MD Andrew A. Morrison, MD Michael A. Perez, MD Thomas Pisano, MD, PhD Linda B. Xu, MD Wajiha Yousuf, MD Sonya E. Zhou, MD, MPH	Sara E. Berman, MD, PhD Kelly A. Boylan, MD Ankita V. Brahmaroutu, MD, MS Mark Cort, MD Whitney Fitts, MD (Child Neurology) Claudia Gambrah-Lyles, MD (Child Neurology) Nicholas Harris, MD (Child Neuro) Bianca C. Kapoor-Heaphy, MD (Child Neurology) Dennis Keselman, MD (Child Neuro) Lovisa Ljungberg, MD Esteban Luna, MD, PhD Laura M. McGarry, MD, PhD (Child Neurology) Jennifer Morganroth, MD, MBA Ogo-Oluwa O. Onifade, MD Laura W. Pappalardo, MD, PhD, D. Pharm Giulia Porcari, MD (Child Neurology) Evan C. Rosenberg, MD, PhD Malya Sahu, MD Maya Silver, MD (Child Neurology) Felipe J. Simoes Jones, MD Anya Grace M. Venezia, MD Anil Wadhwani MD, PhD Leah R. Zuroff, MD, MS

Penn Medicine

Staff Contact:
Vanna Hing – Residency Coordinator
Vanna.Hing@pennmedicine.upenn.edu

Residency Leadership
Laura Stein
Geoff Aguirre
Ray Price
Kelley Humbert
Denise Xu
Rohini Samudralwar

FY24 Clinical Fellows

Cognitive Division
- Matthew Van Dongen, MD

Division of Epilepsy
- Kristie Bauman, MD 2nd Year
- Brian E. Emmert Jr., MD
- Alana Kornspun, MD
- Jacob Korzun, MD 2nd Year
- Sarah Woodson Smith, MD
- Daniel Zhou, MD

Division of Movement Disorders
- Ryan Devenyi, MD, PhD 2nd Year
- Carly Marshall, MD
- Yiwen Shi, MD 2nd Year
- Joaquin Vizcarra Pasapera, MD
- Rebecca Williamson, MD, PhD 2nd Year

Division of Multiple Sclerosis
- Rivera Torres Noellie, MD
- Simon Thebault, MBBCh
- Mihir Kakara, MBBS 4th Year

Division of Neuromuscular Medicine
- Samuel Carrell, MD, PhD
- Taha Qarni, MD

Division of Neuro-Ophthalmology
- Muhammad Fraz, MD
- Dhristie Bhagat, MD

Division of Neurocritical Care
- Olajide Abiola, MD
- Garrett Brooks, MD
- Samuel Durojaye, MD
- Capt. Kelley Flesher, MD 2nd Year
- Gabriella Garcia, MD
- Brandon Merical, MD
- Kevin Porras, MD
- Arup Sarma, MD, PhD
- Daniella Sisniega, MD
- Rachel Thomas, MD, PhD
- Zehui (Sally) Wang, MD

Division of Neurohospitalist
- Alexandra Pfister, MD

Division of Vascular Neurology/Cerebrovascular Disease
- Moira Flanigan, MD
- Alice Ford, MD, PhD
- Lamya Ibrahim, MBBS
- Michela Rosso, MD
- Natalie Ullman, MD, MPH

CHOP Clinical Fellows
- Saud Alsahli, MD – Pediatric Epilepsy
- Christina Briscoe Abath, MD – Pediatric Epilepsy
- Carley Gilman, MD – Pediatric Epilepsy
- Patrick Lawlor, MD, PhD – Pediatric Epilepsy
- Ania Dabrowski, MD, PhD - Epilepsy
- Rachel Sehgal, MD – Pediatric Headache
- Allison Hyland, MD - Neurocritical Care
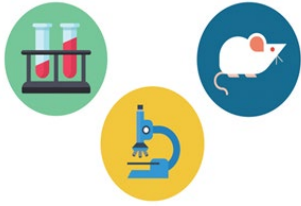- Ayush Lacoul, MD - Neurocritical Care

Staff Contact:
Juliana Adedipe – Fellowship Coordinator
AdedipeJ@pennmedicine.upenn.edu

Email PennNeuroFellowships@uphs.upenn.edu

Website: https://neurofellowships.uphs.upenn.edu/p/overview-of-program-neurology.html

FY24 Post-doc Research Fellows

Galit Agmon
Sanaz Arezoumandan
Aaron Barbour
Gautier Breville*
Jesse Cohen
Sarah Cormiea
Sambit Dalui*
Sromona Das
Gulce Dikecligil
Vincente Estrada Gonzalez
Raghav Garg
Michael Iannacone
Ademola Ilesanmi
Mihir Kakara
George Kannarkat*
Yeseul Kim
Catherine Kulick-Soper*
Joshua LaRocque
Brianne Linne

Vasiliki Meletaki
Catherine Norise*
Mariola Anna Paruzel Czachura
Jessica Patel*
Gregory Perrin
Sahily Reyes-Esteves*
Brittany Scheid
Banafsheh Shakibajahromi
Sanjana Shellikeri
Ting Shen
Saurabh Sihag
Nishant Sinha
Barbara Spencer
Mohammad Taghvaei
Simon Thebault
Alexa Walter
Clifford Workman
Md Abu Zahed

* indicates new as of 2023

Faculty Contact:
Corey McMillan – Post Doc Faculty Lead
CMcMilla@pennmedicine.upenn.edu

14 DIVISIONS

General Neurology
Stroke
Cognitive Neurology
Epilepsy
Movement Disorders
Multiple Sclerosis
Neurocritical Care
Neuromuscular
Neuro-ophthalmology
Neuropsychology
Sleep
Nursing
Neurohospitalist
Child Neurology (CHOP)

PATIENT VOLUMES

Penn:
>90K per year
   ~68K CPUP
   ~26K PSP
3 central inpatient sites
   >2000 discharges
7 off-site inpatient sites
6+ satellite locations and affiliates

CHOP
>37,000 outpatient
>11,000 inpatient

RESEARCH PRODUCTIVITY

Penn:
>$45M in research funding
~60% federal
>220 clinical trials
CHOP
$7M in research funding

Research Training Penn/CHOP
4 T32 postdoc grants- 11 fellows
R25 grant – 11 recipients
>20 NIH K08/23 recipietnts

EDUCATION

UME Top 3 clerkships

GME Residency
   Ranked #5 USNWR
   42 residents (14 residents/yr)
   20+ CHOP resident 5-7/yr
10 Clinical fellowship programs
~50 clinical fellows/yr

~255 Faculty
79 CHOP
176 PENN

Active assistant, associate and full profs:
14 % Tenure
5 % Research Faculty
36 % Clinical Educator
45 % Academic Clinician

25+ Penn Medicine Clinician/CHOP docs

Penn/UPHS Neurology
5 sites total in 2012
>17 sites in 2023

Penn/UPHS Neurology
5 sites total in 2012
>17 sites in 2023

Penn Medicine Valley Forge · Penn Medicine Radnor · Penn Medicine University City · Penn Presbyterian Medical Center · Perelman Center for Advanced Medicine · Hospital of the University of Penn · Penn Medicine Rittenhouse · Pennsylvania Hospital / PNI
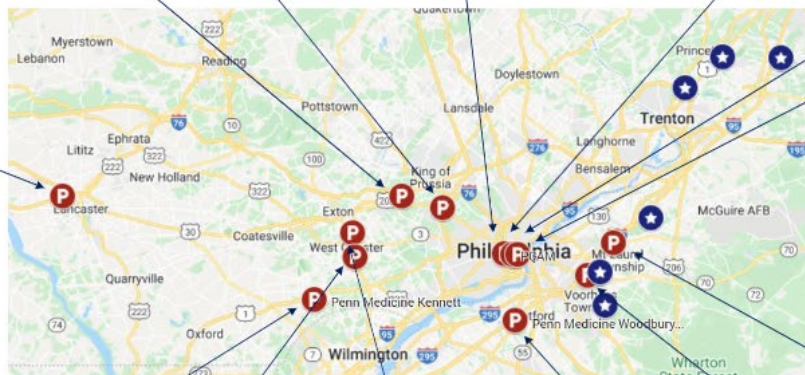
Lawrenceville Neurology (Affiliate)

Virtua Neurology (Affiliate)

Lancaster General Health · Lancaster General Health Neuroscience Institute

Penn Medicine Kennett · Penn Medicine Westtown · Penn Medicine West Chester · Chester County Hospital · Penn Medicine Woodbury Heights · Penn Medicine Cherry Hill · Penn Medicine Mount Laurel

OUR LOCATIONS:

Penn Med Valley Forge	1001 Chesterbrook Boulevard, Berwyn, PA 19312
Penn Med Radnor	145 King of Prussia Rd, Radnor, PA 19087
Philadelphia VAMC	3900 Woodland Avenue, Philadelphia, PA 19104
Penn Med University City	3737 Market Street, Philadelphia, PA 19104
Perelman Center for Advanced Medicine	3400 Civic Center Blvd, Philadelphia, PA 19104
Penn Med Rittenhouse	1800 Lombard St, Philadelphia, 19146
Pennsylvania Hospital	800 Spruce Street, 1 Pine West, Philadelphia, PA 19107
Lancaster General	2102 Harrisburg Pike Ste 301, Lancaster, PA 17601
Penn Med Kennett	402 McFarlan Road, Kennett Medical Center, Suite 102, Kennett Square, PA 19348
Penn Med Westtown	1055 Andrew Drive, Suite B, West Chester, PA 19380
Penn Med West Chester	1055 Andrew Drive, Suite B, West Chester, PA 19380
Penn Med Woodbury Heights	1006 Mantua Pike, Woodbury Heights, NJ 08097
Penn Med Cherry Hill	1865 Route 70 East, Cherry Hill, NJ 08003
Penn Med Mount Laurel	5000 Dearborn Circle Ste 100B, Mount Laurel, NJ 08054

COMPUTING AND TECHNOLOGY

UPHS HELP DESK 215-662-7474
IS SELF SERVICE PORTAL: https://pennmedaccess.uphs.upenn.edu/f5-w-68747470733a2f2f757068736e65742e757068732e7570656e2e656475$$/athenaselfservice/Account/Login?ReturnUrl=%2fathenaselfservice%2f

UPHS INTRANET
https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f757068736e65742e757068732e7570656e2e656475$$/home/
PENN CHART | TECHNOLOGY | MOBILE | SECURITY | TELECOMMUNICATIONS | RESOURCES

Penn Med Access – Remote Access Portal:
https://pennmedaccess.uphs.upenn.edu/vdesk/webtop.eui?webtop=/Common/webtop_prod&webtop_type=webtop_full

PENN MEDICINE ACADEMIC COMPUTING SERVICES
PMACS HELP 215-573-INFO OR https://www.med.upenn.edu/pmacs/
SUPPORT | APPLICATION DEVELOPMENT | RESEARCH SOLUTIONS | WEB DESIGN AND HOSTING | CONSULTING | INFORMATION SERVICES | TRAINING

PURCHASING PRODUCTS AND TECHNOLOGY – COMPUTER CONNECTION
https://cms.business-services.upenn.edu/computerstore/
DISCOUNTS TO EMPLOYEES (FACULTY AND STAFF)

PENN KEY SUPPORT (Mon-Fri 8AM TO 6PM)
https://pennkeysupport.upenn.edu/

FACULTY AFFAIRS & PROFESSIONAL DEVELOPMENT

Andrew Murray – Faculty Affairs Coordinator
Andrew.Murray@Pennmedicine.upenn.edu

https://www.med.upenn.edu/fapd/

YOU WILL FIND INFORMATION ABOUT THE FOLLOWING TOPICS

- ✓ PROFESSIONAL DEVELOPMENT

- ✓ RESEARCH

- ✓ INCLUSION AND DIVERSITY

- ✓ WORKLIFE

- ✓ CONFLICT OF INTEREST

- ✓ APPOINTMENTS AND PROMOTIONS

- ✓ FACULTY HANDBOOK

- ✓ DOSSIER CHECKLISTS

- ✓ FACULTY TRACK DESCRIPTIONS

- ✓ NEW FACULTY WELCOME

- ✓ UPCOMING EVENTS

- ✓ TEACHING

OFFICE OF MEDICAL AFFAIRS

Hannah Childs – Credentialing and Compliance Coordinator
Hannah.Childs@Pennmedicine.upenn.edu

Medical Staff Services webpage

The Office of Medical Affairs (OMA) would like to share some important information about physicians and required **Child Protective Services Clearances (CPSL) clearances**. First, we have posted a number of CPSL background resources on our Medical Staff Services webpage, as well as the current lists of expired clearances by provider and department. We will continue to update this information and we stand by to support you in the clinical departments as you work with your physicians to ensure clearances are current as required by law and policy.

Secondly, last Fall OMA sponsored a series of onsite FBI fingerprinting events at Penn Medicine facilities for our physicians in order to facilitate compliance. The FBI criminal clearance, which is based upon the fingerprinting process, is one of the three required CPSL clearances. Due to the success of these events, **we have scheduled continued onsite FBI fingerprinting events throughout calendar 2021 beginning March 15**.

Universal Enrollment Platform

Mobile Print Event Pre-Enrollment Instructions – fingerprinting services

With the Universal Enrollment Platform (UEP), applicants are required to pre-enroll or register prior to being processed at the Enrollment Workstation. These Mobile Print Event pre-enrollment instructions are for those applicants needing to pre-enroll for service at their facility's Mobile Print Event.

Basic Steps for Mobile Print Event Pre-enrollment:

1. You can pre-enroll at UEnroll.identogo.com.
2. Applicant must enter the necessary **Service Code 1KG756** to begin the pre-enrollment.
3. Complete all required fields.
4. Enter your Special Access Code **SP-HUP2021** on the Location selection screen in the 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code' field.
5. You must complete the pre-enrollment process and record your UEID (Universal Enrollment Identification number). Your UEID will assist at the workstation to retrieve the pre-enrollment.

Please review the following pages for more detailed instructions regarding the Mobile Print Event Universal Platform Pre-Enrollment process.

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.
2. The next screen is where you are going to select that you would like to schedule or manage an appointment.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
4. When you get to the Location screen, you will need to enter your Special Access Code in the field asking you to search for an Enrollment Center by Postal Code, City and State, or Airport Code and click on Search.
   The Special Access Code you will enter is <mark>SP-HUP2021</mark>
   (Please do not copy and paste, it must be typed in)
5. Select your Location and click Next.
6. On the Date and Time selection screen, please select the date available and choose your appointment time.
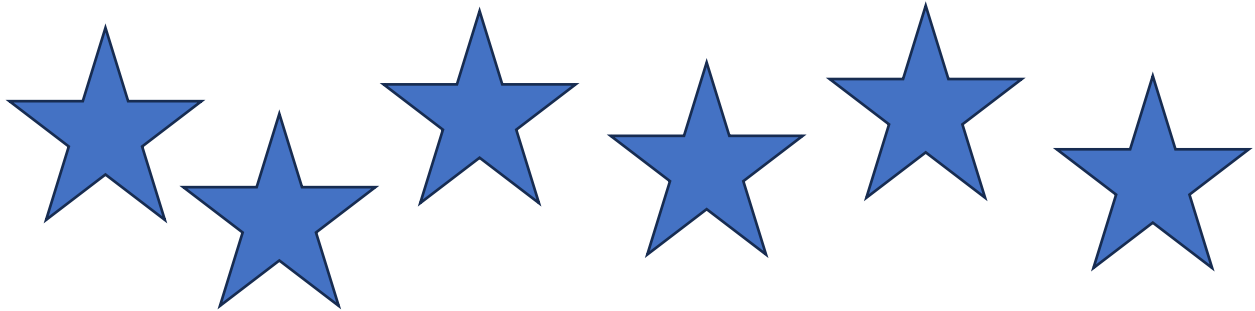
Research and Lab Set Up – checklist

Welcome to the University of Pennsylvania, Perelman School of Medicine, Department of Neurology!! The aim of this guide is to streamline the process of initiating research for new investigators. We've removed the guesswork and identified the essential resources within the vast Penn network to get you started and on the road to success!

Onboarding and initiating accounts and services

1. Are entered into the Penn System? (SEE Forms section)
2. Have you completed onboarding in the Workday system?
3. Have you received your PennCard?
4. Do you have a PennKey and password?
5. Do you have a Penn Medicine Microsoft Outlook email address?
6. Do you have ID access to your lab and perimeter of School of Medicine buildings?
7. Do you have telephone and voicemail service?

Contact Digital Academic Resource Transformation (DART) for the following

1. Penn Medicine email address
2. DART username and password
3. Initial setup (imaging) of computer(s) and printer(s).

4. Submit a ticket to DART help desk for support or service.

Ready to start training?

Based on job data and other criteria, Workday Learning will automatically assign training required by federal and state laws and regulations, granting agencies, and University policy.

Setting up your lab for Research

1. Contact Penn approved supply vendors for new lab setup quotes for equipment and reagents – see approved supplier list for contact name and information.
2. Order room signs.
3. Make sure your lab address is listed in the Ben Buys ordering system for deliveries (see below).
4. Determine where pieces of equipment will be placed in the lab, and assess whether or not equipment requirements are met (e.g. proper outlets, compressed gas sources, emergency outlets, data ports, RO/DI water source, and alarm systems for ultra-low temperature freezers.
5. Consider ordering essential equipment (such as biosafety cabinets) with long lead-times as soon as possible.
Prior to ordering equipment, you may want to reach out to other investigators in your department to see if the equipment you need currently exists and is shared among investigators. This may be an option if equipment is cost prohibitive or requires a maintenance contract which can be shared among users to reduce operating costs.
6. Get fume hood or Biosafety cabinet certified.
7. If you are using flammable liquids or solids, make sure your lab has a flammable cabinet.
8. Order supplies, reagents, and remaining equipment.
9. Contact EHRS for initial safety inspection and BioRaft account setup for future lab inspections and compliance requirements.

Procuring lab supplies and setting up lab to receive deliveries

1. When completing Penn Profiler, if you identified yourself as someone who will need to make purchase requisitions, you will need to complete Ben Financials training.
2. Make sure your lab address is listed in the Ben Buys ordering system for deliveries. If your lab address is not listed as a delivery site in Ben Buys, contact Purchasing Support at PurchasingSupport@upenn.edu. Be sure to include the information below;

   School/Center: MEDICINE
   Room/Building:
   Department Name: NEUROLOGY
   Street Address:
   City, State, Zip-Mailcode: PHILADELPHIA, PA 19104

3. Log into Ben Financials to place orders.

Core Facilities

1. Are you interested in using any of UPENN's Biomedical Research Core Facilities?
2. How do I pay for Core Facility services?
   Login to the Central Account Management System (CAMS) to link funding for to individual members of your lab to pay for Core services.

Other Services

How do I setup dry ice or liquid nitrogen deliveries?

Contact: Liquid Nitrogen Facility

LiquidNitrogenFac@pennmedicine.upenn.edu

Ready to start doing research?

WORKING WITH ANMALS?	WORKING WITH HUMAN SUBJECTS?
Yes	Yes

Submit a protocol for proposed research to the IACUC using the ARIES system.	Submit a protocol for proposed research to the IRB using the HS-ERA system.

Complete required training   **Complete required training**

Click on the 'training' tab within your IACUC protocol to view individual training requirements.	Click this link for guidance on training required for recruiting and consenting human subjects.

Approval!!!   Approval!!!

Ready to begin animal research?

After your IACUC protocol has been approved, you will need to attend a ULAR animal facility orientation where your animals will be housed, to get ID access to the facility. You can sign-up to attend a ULAR Facility tour via Knowledge Link.

Animal Procurement

After your initial protocol review has been submitted and approved by the IACUC, you will be ready to procure animals for the designated housing vivarium listed on your protocol.

Other Penn Resources

Explore data file storage and sharing options - Penn + Box, Secure Share, Electronic Research Notebooks.

How do I submit a service request for facility issues?

Visit the Cell Center, the University's onsite stockroom.

FORMS Section (images only)

All forms can also be retrieved by managers via the Neurology Shared Drive

UPHS ACCESS AND BADGE REQUEST SURVEY – *this is just and image/copy*

POINT PERSON TO OBTAIN A CLEAN COPY - *TBA*

1. *The form below is necessary for access to most UPHS Systems – ask for one of these!*

UNIVERSITY OF PENNSYLVANIA HEALTH SYSTEM
HOSPITAL *of the* UNIVERSITY *of* PENNSYLVANIA

Department of Neurology

UPHS Access and Badge Request Survey

What is your job title? _____

What buildings will you need access to? _____

What UPHS Systems will you need access to? (*Please check which ones from the list below*)	**What is the reason for request?** (*Please check one*)
☐ Network	☐ Contractor (on/off site)
☐ UPHS Email	☐ Student (*students do not get access to EPIC/Medview*)
☐ EpicCare* (Penn Chart)	☐ Visiting Scholar
☐ EpicAPM (Billing/Demographic/Insurance)	☐ Researcher
☐ MedView*	☐ Other_____
☐ Knowledge Link (PennKey also provided)	

What is your legal last name? _____

What is your legal first name? _____

What is your DOB? _____ **What is your Phone #?** _____

What is your SSN? (*For EpicCare/Medview requests*) _____

What is your start day? (*New employees*) _____

How long will you need access for? _____

What is your date of expiration for your badge and systems access? (*Renewals*) _____

What HIPPA level access will you need? (*Please check one*)
☐ No patient information access   ☐ Clinical Information
☐ Demographic and Insurance   ☐ Highly Sensitive Clinical Information
☐ Diagnosis, Billing, Payment Info

Supervisor Signature and Date _____

Mike   *215 301 8022*

Please call ~~Sunny~~ with DOB/SSN at ~~215-687-12~~13
Send completed form back to ~~sunitha.batchu-vara@uphs.upenn.edu~~
Michael.Kalfin @ pennmedicine.upenn.edu

3 W. Gates Building • 3400 Spruce Street • Philadelphia, PA 19104-4283 • 215-662-3647 • FAX: 215-349-5579

GENERAL PENN MEDICINE/UNIVERSITY ONBOARDING INFORMATION

So glad you are here!!!

This is a resource designed just for you. Sit back and take a look at each section. Each section caters to Your First Days, Your First Weeks and Your First Months at Penn Medicine. As you settle into your new role, take a moment to look through this guide for helpful information. Your First Days......

You're finally here! Now what? Being a new employee can certainly be challenging, so partner with your manager to identify your initial assignments and what to expect in the days to come

- Clarify your first week's schedule and confirm required and recommended training.
- Review your job description, outline of duties and expectations, through the department orientation checklist.
- Download one of the Onboarding plans below (New Leader or New Employee) for instructions on how to accelerate the transition for new employees and new leaders. Use this guide when filling out your

These are the three key goals for successful Onboarding. Putting these priorities at the forefront of your first 90 days will facilitate a smooth integration into your role and accelerate your overall performance at Penn Medicine.

LEARN THE BUSINESS	BUILD RELATIONSHIPS	EXECUTE QUICK WINS

Review hours of work.
Ask questions about policies and procedures for accruing vacation, personal, and sick time.
Ask any additional questions you might have about your new position.

WORK ENVIRONMENT
- **Get acquainted with your new workspace; you will come to find that no two workspaces are alike!**
- **Tour your department, floor, unit, or entity.**
- **Meet your new colleagues!**
- **Click the** Transportation link **to access information about parking, driving directions, etc.**
- **Confirm you have the required access into your building, if necessary.**

ACCESS SYSTEMS, TECHNOLOGY AND ADDITIONAL RESOURCES
- **Log onto** Employee Records and Paychecks portal **to update your tax withholding (W4) status.**
- **Talk with your manager about setting devices that are applicable to your new role. If you have trouble, call the Service Desk at 215-662-7474 or visit** the Information Services Website.
    1. **Desk phone**
    2. **Mobile phone, if necessary**
    3. **Desktop computer or laptop**
    4. **Email account (network login credentials come from manager)**
- **Obtain your Penn Medicine ID Badge, if you did not already receive at New Employee Orientation.**
- **Set up your PennKey. For information about set up or FAQs, visit the** PennKey website.

Welcome to the Penn Community

PENN OFFERS GREAT PERKS! UNIVERSITY RESOURCES FOR NEW AND PROSPECTIVE FACULTY

Here are just a few useful links:
https://www.med.upenn.edu/oe/penn-perks.html

▪ **Health and Fitness**	▪ **Financial Programs/Services**	▪ **Recreation**
▪ **Discounts and Savings**	▪ **Quality of Worklife**	▪ **Groups and Clubs**
▪ **Children and Family**	▪ **Events and Attractions**	▪ **Misc Penn Perks**

Health and Fitness
  Health and Fitness
  Discounts and Savings
  Children and Family
  Financial Programs/Services
  Quality of Work life
  Events and Attractions
  Recreation
  Groups and Clubs
  Miscellaneous Penn Perks
	Discounts and Savings
	Computers
	Penn Bookstore
	Cell phone service
	You Decide at Penn
	Annenberg Center for the Performing Arts
	Ice Rink at Class of 1923 Arena
	Compass Program (SEPTA)
	Free Movie Rentals
	Consumer Reports
	Cars
	Shipping
	Library Press Display
		Children and Family
		Snow Day Child Care
		Penn Family Day
		Adoption Assistance
		Penn Children's Center
		Nursing Mothers Program
		Take Our Children to Work Day
		Funeral Planning Services
		Penn's Backup Care Program

Financial Programs/Services Flexible Spending Accounts Tax-Deferred Retirement Plan Forgivable Loan Closing Cost Reduction Program U of P Credit Union Banking	**Quality of Work life** Counseling EAP Legal and Financial Services Flexible Work Options Lockout and Jump-Start Services	**Recreation** Intramural Sports Penn Running Club Hecht Tennis Center Fitness Centers Dance Lessons
Groups and Clubs Staff/Faculty Eco-Rep Program University Club Pen and Pencil Club Penn Chess Club Penn Club	**Miscellaneous Penn Perks** Penn Vet	

Welcome to PSOM

We are happy to welcome you to the Perelman School of Medicine community.   Please use this page as a resource to prepare for your new position at PSOM. Here you will find information on our PSOM Orientation program, attending our New Staff Networking & Resource Fairs, a live calendar feed of upcoming New Staff events and workshops, and access to many resources and perks available to PSOM employees.

Continue reading below to learn more about our PSOM New Staff Orientation Program.

Questions pertaining to the New Staff Orientation program should be directed to the Perelman School of Medicine, Office of Organization Effectiveness at (215) 573-0682 or psom-oe@pobox.upenn.edu.

BEFORE YOUR FIRST DAY

We are delighted to have you join our community! Please visit our Transportation and Parking website to plan travel for your first day. You may also take a look at our University Map to see where key offices are located. We also recommend visiting Public Safety to learn about additional traveling best practices.

ABOUT NEW STAFF ORIENTATION

Our PSOM New Staff Orientation Program is a combination of online and in-person events and is designed to last three weeks. It is targeted to all new full-time employees and full-time internal transfers to PSOM, but anyone at PSOM is welcome to register for the program.

The online portion of orientation will automatically be assigned to all new full-time employees and full-time internal transfers through Knowledge Link, our learning management system, as soon as your profile becomes active. The in-person networking sessions are scheduled quarterly and you will have the option to register in Knowledge Link.

As a reminder, all new full-time employees and internal transfers will be automatically assigned the PSOM New Staff Orientation program in Knowledge Link. A notification with your orientation assignment will be sent to your Penn email address. If PSOM Orientation is not available in your Knowledge Link learning plan and you have not received an email after your first week at PSOM, please email us at psom-oe@pobox.upenn.edu.

About the New Staff Networking & Resource Fair

Networking is one of the most important moves for career success. As such, the Perelman School of Medicine wants to make sure you begin your career at PSOM on the right foot. At these quarterly networking events, all hires new to PSOM will have a chance to meet important departments and begin their career network. This networking event is part of the Perelman School of Medicine New Staff Orientation program.

These sessions will provide new hires with:	Who should attend:
1. Networking opportunities with other new hires. 2. Access to department representatives. 3. Access to Penn resources and employee benefits. 4. Raffle Prize!	1. Anyone who has been working at PSOM for less than 1 year. 2. Those looking to start their career network at PSOM. 3. Those who want exposure to additional resources provided by Penn.

Onboard@Penn

https://www.med.upenn.edu/oe/staff-onboarding.html

New Employee and Internal Transfer FAQs

1. How do I get to PSOM?

Please visit our Transportation and Parking website to plan travel for your first day. You may also take a look at our University Map to see where key offices are located. We also recommend visiting Public Safety to learn about additional traveling best practices.

2. What other resources does PSOM offer faculty and staff?

In addition to great medical benefits, PSOM faculty and staff have access to numerous other "Penn Perks". For a detailed list of additional rewards and resources, please visit our Penn Perks page.

3. I've already attended orientation in person, do I need to take this one as well?

Great job! Attending Central HRs orientation is a great first step, as their orientation covers in more depth the medical benefits for full-time staff. However, this orientation is separate from our PSOM New Staff Orientation; and although it is not required of you, we strongly suggest you attend. Our orientation contains PSOM specific information that will help you understand the culture at PSOM as well as connect you with

key departments that may be part of your job function. Additionally, orientation allows you to create and grow your network at PSOM.

4. You said PSOM orientation lasts 3 weeks. What is covered in each week?

Correct. In order to not overwhelm you with too much information, we decided to break up orientation into three weeks. Each week should align with where you are in your onboarding process. For example, your first week on the job is all about "housekeeping" items, i.e. Where do you update your directory listing? How do I get to Penn? Who is my service provider? etc.

See below to learn more about the structure of our PSOM orientation and what is covered in each week.

Contact Us: **Office of Organization Effectiveness**

305 Anatomy-Chemistry Bldg.

3620 Hamilton Walk

Philadelphia, PA 19104-6061

 Additional Information

 Telephone   **Email**

Leadership Development

https://www.med.upenn.edu/oe/

We offer a number of classes, certificate programs, assessments and learning resources for supervisors and staff members at the Perelman School of Medicine.

Supervisory Skills Certificate

- **Leadership Essentials**
- **Crucial Conversations: Tools for Talking When Stakes Are High**
- **Influencer: Lead with Influence**

Consulting

https://www.med.upenn.edu/oe/consulting.html

Organization Effectiveness Support

Our office provides consulting services to help with a variety of challenging organizational issues. We provide a variety of services such as "on-the-fly" coaching for urgent or emerging issues when you need an objective sounding board. We can assist with in-depth projects requiring assessment, action planning and implementation support. We can help you address issues including:

- **Performance problems**

- **Restructuring**

- **Employee morale and engagement**

- **Change management**

- **Leadership effectiveness**

- **Team cooperation**

Meeting and Retreat Facilitation

Meetings are often challenging events. Keeping people involved, staying on agenda, and dealing with conflict are common issues that meeting leaders face. We have trained facilitators who can help you design and conduct meetings that fully engage participants and produce the results you need. Whether it is a one-hour

staff meeting or a multi-day retreat, our facilitation services can allow you to stay focused on the meeting itself rather than the details of running it.

Consultation Request Form

Coaching

https://www.med.upenn.edu/oe/coaching-request.html

Coaching is an excellent way to attain a variety of work skills and behaviors that will improve leadership, employee accountability, teamwork, communication, goal setting, strategic planning and more. We work with faculty and staff through a one-on-one, confidential process to bridge skill gaps and develop strategies for addressing a variety of leadership challenges, including managing remote workers.

If you are interested in scheduling a coaching session, please complete the *Coaching Request* form below to initiate the process. A member of our team will respond to your request in one business day

(NEW!) Managing Remote Workers https://www.med.upenn.edu/oe/managing-remote-workers-psom.html
Webinars
- Remote Worker Performance Management Panel Discussion (recorded 12/08/2020)

- **View Managing Remote Workers @ PSOM Webinar (recorded April 21, 2020)**

- **Managing Remote Workers at PSOM Presentation Slides (PPT)**

Resources

Remote Workers best practices
- **Tips for creating positive working from home experiences**

- **Best Practices for Leading Remote Teams**

- **UPenn Human Resources Guide to Working Remotely (PDF)**

Microsoft Teams O365

Microsoft Teams web log in

Microsoft Teams O365 is included with your UPenn O365 account, and is a powerful unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration. It also easily integrates Microsoft Planner, for a complete project management solution. You can access Microsoft Teams with your web browser, as well as apps on your mobile devices. The following video is a quick overview (2:30), and more comprehensive training is available through LinkedIn Learning in Knowledge Link, by following the links below.

Penn Medicine Integration

You are able to have users from both UPHS and The University collaborate on the same team. If your primary email address is **user@upenn.edu**, then colleagues with a **user@pennmedicine.upenn.edu** email address are guests for you. The opposite would apply if your primary email address is **user@pennmedicine.upenn.edu**. The "guest" user you invite to your team will have to toggle to their guest account to see that team. The following video (2:08) is a brief overview of that process.

If you have questions, feel free to reach out to Ryan Frasch: **frasch@upenn.edu**.

Knowledge Link Training Modules (found by searching for "Microsoft Teams")

FAMILY CARE: CHILD AND ELDER CARE

Back-Up Care
Penn's Backup Care program can help when your babysitter cancels at the last minute, your child has a school holiday or in-service, an elderly parent is visiting and can't be left alone, or your spouse/partner needs assistance after surgery. Through our partnership with Care.com Backup Care, you can have temporary backup care in your home, at an out-of-town business location or at an adult relative's residence any time (day or night, seven days a week, including holidays) from a caregiver who meets your family's specific needs and expectations.

On-Site Childcare
The University of Pennsylvania's child care center is for children ages three months to five years. Located on the University campus, the Center is administered by the Department of Business Services at Penn. Enrollment in the Penn Children's Center is open to all members of the University and surrounding communities with preference given to faculty, staff and students of the University. Penn Children's Center is one of the few centers in the area accredited by the National Association for the Education of Young Children (NAEYC).
PENN'S CHILDREN'S CENTER PENN'S CHILDREN'S CENTER PROVIDES SUPPORT FOR CHILDREN 3 MONTHS TO 5 YEARS.

PENN'S SUMMER PROGRAMS FOR KIDS

Penn's Summer Programs for Kids offer an array of summer activities for children and teens.

SCHOOL STRIKE AND CLOSING GUIDANCE

School Strike and Closing Guidance provides resources to help parents in the event of a school strike or closing.

SNOW DAY CHILDCARE

Snow Day Child Care provides all-day care for children of Penn faculty and staff members when the University is open but Philadelphia public schools are closed due to inclement weather. Children ages 12 weeks to 12 years are eligible for the program, whether they attend a Philadelphia district school or not.

SCHOOLS AND NEIGHBORHOODS

Congratulations! You've decided on Penn. We welcome you and want you to know there are many benefits and resources to being a faculty member at the Perelman School of Medicine. The first step is relocating, which may involve extended stay or temporary housing, especially if you are relocating a family. We hope these options help you find the best option for you and/or your family.

SHORT TERM HOUSING

Often a move involves short-term stay housing. Philadelphia has many preferred hotels. These local accommodations represent only those that accept Penn POs/direct billing to your hiring department.

- Club Quarters
- The Logan Curio Collection (Hilton)
- The Rittenhouse

- Hampton by Hilton
- Palomar Philadelphia
- The Study

PUBLIC, PRIVATE, AND INDEPENDENT SCHOOLS

The links below will connect you with sites containing information on school systems in the Penn Medicine vicinity.

The School District of Philadelphia	Radnor Township School District
The School District of Havertown Township	Lower Merion School District

RELOCATING YOUR FAMILY

The University of Pennsylvania's 299-acre urban campus is located in the West Philadelphia neighborhood known as University City, just across the Schuylkill River from Center City, Philadelphia. There are many welcoming and diverse neighborhoods in Philadelphia, from the suburbs to Center City. The resources below will connect you with many neighborhoods and townships throughout the greater Philadelphia region, as well as cities in New Jersey that are a short distance to Penn Medicine. **Abington, Ardmore, Berwyn, Broomall, Bryn Mawr, Center City, Cherry Hill, Delaware County, Deptford Township, Gladwyne, Haverford/Havertown, Lower Merion Township, Media, Montgomery County, Narberth, Newtown Square, Paoli, Radnor, Voorhees, Wayne, Wynnewood**

For full details, visit: https://www.med.upenn.edu/flpd/transition-concierge-services/

Other Links: *hover over each link and press ctrl and alt to visit the site*

WORKDAY @PENN	MY PERSONAL DATA/PROFILE	MY PAY	MY BENEFITS	WORK AND LIFE SUPPORT
CAREER RESOURCES	POLICIES AND PROCEDURES	TRAVEL AND EXPENSE	STUDENT ADVISING	PENN RESOURCES
TRAINING	PROVOST RESOURCES	COMPUTING & TECHNOLOGY	BUSINESS ADMINISTRATION	FINANCIAL RESOURCES

YOU CAN NAVIGATE TO THE U@Penn Portal and find so much or click this link:
https://portal.apps.upenn.edu/penn_portal/u@penn.php

IMPORTANT WEBSITES

A - Z https://portal.apps.upenn.edu/penn_portal/u@penn.php

COVID-19 https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=1691
University of Penn Main Website: https://www.upenn.edu/
Webmail https://provider.www.upenn.edu/computing/webmail/
Directories – Find a Person https://www.upenn.edu/directories/
Research and Innovation https://www.upenn.edu/research-and-innovation
Research A-Z https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=890
Life at Penn https://www.upenn.edu/life-at-penn
Perelman School of Medicine https://www.med.upenn.edu/

Penn Academic Departments https://www.med.upenn.edu/psom/academic-departments.html
Penn Centers and Institutes https://www.med.upenn.edu/psom/centers.html
Penn Inclusion and Diversity https://www.med.upenn.edu/inclusion-and-diversity/
Penn Libraries https://www.library.upenn.edu/
   ❖ Free Subscriptions to New York Times, The Washington Post and the Wall Street Journal, the
     Philadelphia Business Journal thru Penn Libraries click here
     or simply copy and paste: https://guides.library.upenn.edu/pennstaff/media
Penn Global https://global.upenn.edu/
Pandemic Resources https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=1691
Shipping https://mail.business-services.upenn.edu/
Athletics and Recreation https://www.upenn.edu/athletics-and-recreation
Penn academics https://www.upenn.edu/academics
Giving to Penn https://giving.aws.cloud.upenn.edu/?appeal=UPNWEB
Penn Medicine Computer support https://helpdesk.pmacs.upenn.edu/
Visiting Penn https://cms.business-services.upenn.edu/penntravel/preferred-vendors/hotels/local-accommodations.html
Penn Campus Maps https://www.facilities.upenn.edu/maps
Penn Medicine Intranet: http://uphsxnet.uphs.upenn.edu/home/
IS Computing Self Service Portal
https://uphsnet.uphs.upenn.edu/athenaselfservice/Account/Login?ReturnUrl=%2fathenaselfservice%2f

Building Access

☐   Penn ID Card: Mandatory for all UPenn faculty
Standing faculty who are currently being paid through the University   of
Pennsylvania payroll system are eligible to have a PennCard. Please   use the
following procedure to obtain your faculty PennCard:
   • Make sure your Hiring Officer or Payroll Administrator has entered your complete payroll record into
     the Payroll/Personnel System (Personal Data, Job Data, and Payroll Distribution Information) at least
     one University business day prior to coming to the PennCard Center.
   • Bring a valid, US government issued photo I.D. or Passport to the PennCard Center.
     To confirm eligibility, please call: **215-417-CARD (2273)** before heading to Penn Card Center in Franklin
     Building – Second Floor of Penn Bookstore, 3601 Walnut Street
   • URL: www.upenn.edu/penncard

☐   **Penn Key**: name code used for access to email and my.med applications
Register for your Penn Key via the following URL after you receive Penn ID. Faculty need to be in the payroll
system for 24 hours before getting your Penn Key: www.upenn.edu/computing/pennkey
   • If the faculty was previously employed at the University but does not have an active affiliation in
     payroll, administrator should contact MedHelp (medhelp@pennmedicine.upenn.edu) to request a
     PennKey set up code.

☐   **Office/Desk/File Cabinet Keys**
   • Contact Corona Cohen Corona.Choice-Cohen@pennmedicine.upenn.edu

☐   **Email Setup**

Email setup is completed after you obtain your PennKey. Apply for Penn Medicine email account through the Email Account Manager (URL below). Submit Penn Medicine Academic Computing Services (PMACS) Help Ticket to have the e-mail client established on your desktop. Please allow 24-48 hours for email account creation.

- URL: www.med.upenn.edu/apps/my/eam
- **Call Help Desk if problems arise: 3-4531**
    - If the faculty is not a full-time employee with SOM affiliation, they cannot apply for their Penn Medicine email account through the Email Account Manager. The administrator should submit a request to the LSP(s) requesting an account for the employee and include a 26-digit budget # for the $42/year charge and the new employee's PennKey Name.

□ **Voicemail Setup**
- Email: service-requests@isc.upenn.edu
- Call: 6-6000
- **Voicemail Access: 215-746-6800 (VOIP) or 215-898-6423** (Traditional)

□ **UPenn Alert Emergency System**
Register with the alert system to receive emergency alerts via email and text. You will need your PennKey to complete this registration.
- URL: https://www.publicsafety.upenn.edu/pennready/upennalert/

□ **Concur**
For travel and reimbursement processing – contact [Name] or your administrative support staff for more information.
- URL: https://www.concursolutions.com/home.asp
- Login is your pennkey; password is your pennkey password.

□ **Directories** Confirm/add contact information to the Penn Directory.
- You will need your PennKey to complete this registration.
- URL: http://www.upenn.edu/directories/
- Please send new/updated contact information, including office, phone, e-mail, home address/phone and emergency contact to: [Name] (Email)
- Note: The email you enter into the Penn Directory is the same email that will feed into the Faculty Appointment Data System (FADS); the system is used to create email aliases for all faculty communications. Be sure to use the email at which you prefer to receive important faculty messages (CHOP faculty in particular are encouraged to double-check your directory information).

□ **Computer Support**
For computer/printer support, submit a Help Ticket to Penn Medicine Academic Computing Services (PMACS).
- URL: https://helpdesk.pmacs.upenn.edu/
- Login is your pennkey; password is the one you use to log on to your computer.
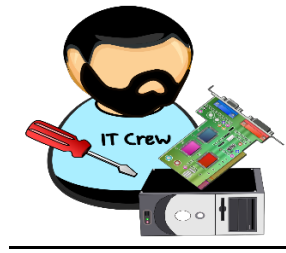
REQUIRED TRAINING

☐ Health Insurance Portability and Accountability Act (HIPPA) Certification
- This certification is available within the Knowledge Link system.
- Contact COMPLY@pennmedicine.upenn.edu if you have questions.

☐ Patient Oriented Research (POR) Certification
- Certification required for all grant-funded research faculty and staff
- URL: www.citiprogram.org

☐ Perelman School of Medicine Orientation
- All School of Medicine employees must attend this training. [Name] (Email) will schedule your orientation (following receipt of your e-mail address) and notify you of the date via e-mail.

☐ Certification
- All new faculty should log into Knowledge Link as soon as you receive your PennKey and password. You will need to complete all training listed under "Required Training."

Standard Reporting and Tracking

☐ **PHS-FITS**
Faculty must complete a disclosure of Significant Financial Interests and Travel if you are identified as an Investigator for one or more proposals funded by PHS. You can access PHS-FITS at:
https://phsfits.apps.upenn.edu/phsFits/jsp/fast2.do?fastStart=investigator&bhcp=1

☐ **FIDES**
FIDES, a web-based application, is the sole means for disclosure of financial interests and relationships related to participation in specific research projects. You will need your PennKey and Password to enter the system.
https://fides.isc-seo.upenn.edu/fides/firsttimeusers

☐ **Annual Extramural Consulting**
Faculty must report all paid and unpaid activities that are not part of the faculty member's assigned duties at Penn. Click on the following website: http://my.med.upenn.edu/ and login with your Penn Key and password.

☐ **FEDS**
UPenn database tracking faculty CVs, grants and other information:
https://weblogin.pennkey.upenn.edu/login?factors=UPENN.EDU&cosign-med-ceal3-1&https://www.med.upenn.edu/apps/my/cosign_login.php?X2FwcF9pZD01NDY1MTg0MTBiOWJkJl9kaXNwbGF5PTEmX2hpc3RfaWQ9MSZfcHJlc2VydmVbaW5pdF9wYW5lbF09ZmFwZCUyRmFwcHMlMkZmZWRzJTJGbWFpbiZDRUFFMSUQ9
Note: FEDS data feeds the University's faculty web sites; please note that the email you enter into FEDS is the one that will show on your public site.

☐ **Institutional Review Board**
The IRB application is required for approval of any research utilizing human participants, regardless of risks imposed by the research. The IRB application begins with a screening process to determine whether the

proposal qualifies as research and utilizes human participants. In addition, the screening form will assess whether the submission might qualify for exemption or if expedited/convened review is warranted. You can access the IRB process at: https://irb.upenn.edu/

Key Neurology Meetings and Seminars/Lectures
Upon appointment, you will be added to a number of email and alias lists. Please note the following events, and feel free to contact the staff below to confirm that you are receiving relevant emails. Contact Vanna Hing for information Vanna.Hing@pennmedicine.upenn.edu
Grand Rounds Lecture – Wednesday (The second, third and fourth Wednesday) of each month at 12pm

M&M Lecture – Wednesday (first Wednesday) of each month at 12pm

Neuropathology Lecture – every first and third Friday of each month at 8am and 12pm

Research Core Facilities
The Perelman School of Medicine is committed to advancing the research and academic endeavors at Penn and neighboring scientific communities. Our 22 research cores offer a wide variety of services, ranging from molecular profiling to cell sorting to high resolution electron microscopy. Through these diverse resources, we provide access to state-of-the-art equipment and instrumentation, technical expertise and training and education all designed to support innovative, cutting-edge research.
For more information, visit the Biomedical Research Core facilities web site:
https://www.med.upenn.edu/cores/
Graduate Group Information
Placeholder for overview
Contact: Faculty director name, title, phone, email (to be updated with a point person)

OTHER USEFUL RESOURCES

☐   Finding your way at the Perelman School of Medicine
- URL: http://www.med.upenn.edu/oe/som-central.shtml

☐   U@PENN portal (Benefits, pay, policies, resources, etc.)
- URL: https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

☐   **Direct Deposit Setup**
- Select "Enroll in Direct Deposit" from **U@PENN** portal once you receive your PennKey.
- (Until Direct Deposit is established your pay will be loaded on the ADP TotalPay Card system.)
- URL: http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml

☐   **Health & Retirement Benefits**
- Enrollment details are available through the U@PENN portal once a PennKey has been obtained.
- URL: https://www.hr.upenn.edu/PennHR/benefits-pay

☐   **MyPennMedicine**
- **myPennMedicine** is a simple, secure way to manage your Penn Medicine health care and access your medical information from your personal computer or mobile device. Manage appointments, access medical information, share records, referrals and refills, pay bills, contact providers.

- https://secure.mypennmedicine.org/MyPennMedicine/Authentication/Login

□ **Parking**
- Register online. Once pending, pick up parking materials in parking office: 3401 Walnut Street, Suite 447A - above Starbucks (do not wait to hear back from the office).
- **Call: 215-898-8667**
- URL: http://cms.business-services.upenn.edu/parking/

□ **Faculty Affairs and Professional Development**
- URL: http://www.med.upenn.edu/fapd/

□ **UPenn Faculty handbook**
- URL: http://provost.upenn.edu/policies/faculty-handbook

OTHER BENEFIT AND EMPLOYEE RESOURCES

HEALTH https://www.hr.upenn.edu/PennHR/benefits-pay/health-life-and-fsa

FLEXIBLE SPENDING https://www.hr.upenn.edu/PennHR/benefits-pay/health-life-and-fsa/health/flexible-spending-accounts

TUITION BENEFITS https://www.hr.upenn.edu/PennHR/benefits-pay/tuition

RECREATION https://www.upenn.edu/life-at-penn/sports

EDUCATION (knowledge link) https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f6b6e6f776c656467656c696e6b2e7570656e6e2e656475$$/

CPUP AND UPHS STAFF

IMPORTANT: BENEFITS DIFFER BETWEEN UNIVERSITY AND HEALTH SYSTEM – BE SURE THAT YOU HAVE THE CORRECT DETAILS

BENEFITS https://www.uphshrandyou.com/public/welcome

CAREERS https://www.pennmedicine.org/careers-at-penn-medicine/apply-for-a-job

TRAINING AND DEVELOPMENT https://www.pennmedicine.org/careers-at-penn-medicine/training-academies

EDUCATION (knowledge link) https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f6b6e6f776c656467656c696e6b2e7570656e6e2e656475$$/

<<<<DISCLAIMER>>>>

THIS GUIDE WAS CREATED TO BE A HELPFUL TOOL. THE RESOURCES WERE COMPILED TO PROVIDE A VARIETY OF INFORMATION TOGETHER. UPDATES ARE USUALLY MADE ANNUALLY.

These are only some of the benefits, resources and information about the University and Penn Medicine -- there are so many things to learn about what Penn has to offer, please visit this link for more information:

PLEASE Visit: www.upenn.edu

THE INTRADEPARTMENTAL EQUITY COMMITTEE IS A SUBCOMMITTEE OF IDARE. WE WELCOME YOUR FEEDBACK AND SUGGESTIONS – Please send email to IDARENeurology@pennmedicine.upenn.edu