

KINGS COUNTY HOSPITAL CENTER

<http://www.nyc.gov/html/hhc/kchc/html/home/home.shtml>

Executive Director: Ernest J. Baptiste
Chief Medical Officer: Ghassan Jamaledine, MD
Personnel/Benefits: 718-245-2010
House Staff Office: 718.245.3131

Kings County Hospital Center (KCHC) is a member of the New York City Health and Hospitals Corporation; and one of the largest municipal hospital facilities in the country. KCHC is located in Central Brooklyn and provides services to several culturally diverse communities.

KCHC is a Level I Trauma Center serving 2.6 million residents of Brooklyn and Staten Island and the official training site for the United States Army Reservists Medical Staff prior to their deployment. KCHC has AIDS Center and Stroke Center designations; and has been recognized as a Center of Excellence for Diabetes Education and Parkinson's Disease. In addition, KCHC is also a Level III Perinatal Center. KCHC is a major academic affiliate of SUNY Downstate Medical Center.

KCHC operates 627 inpatient beds. In FY 2013, KCHC provided more than 145,000 emergency room visits, 580,000 outpatient clinic visits and over 26,000 discharges.

The Committee of Interns and Residents (CIR) is the sole Collective Bargaining Representative for all Residents in all PGY titles paid by HHC. Enrollment forms and additional information regarding the services provided by CIR are available from the union office at (212) 356-8100 or by going to the KCHC House Staff Affairs Office, "T" Building, 3rd Floor, Room T-316.

Basic Health Coverage – All residents and dependents are covered by basic health insurance, carried by the NYC Health and Hospitals Corporation, including registered domestic partners. These plans insure you for hospitalization and major medical coverage. Please contact your hospital personnel office at (718) 245-2010 for further information or to handle claims under these policies; or contact the CIR Fund Office.

House Staff Benefits Plan (HSBP)

Residents employed by the NYC Health and Hospitals Corporation are eligible for supplemental benefits administered through the House Staff Benefits Plan of the CIR. See your HSBP benefits booklet for details. The benefits for you and your dependents include:

- \$150,000 life insurance; \$20,000 spouse or domestic partner life insurance
- \$50,000 accidental dismemberment (participant only)
- short-term & long-term disability
- well baby care
- psychiatric coverage (out-patient)
- dental benefits
- optical benefits (CIR panel of optical providers)
- hearing aid benefit
- smoking cessation benefit
- substance abuse counseling and treatment

- supplemental obstetrical benefit
- childbirth education benefit
- circumcision benefit
- supplemental major medical benefit
- supplemental prescription drug benefit
- conference reimbursement benefit (Housestaff Officers in their final year of basic residency)
(Chief Residents and Fellows are eligible)

Benefits – All HHC employees are eligible to join the Municipal Credit Union, which offers checking and savings accounts and other financial services. Information may be obtained at the Benefits Office, “T” Building, 5th Floor. Questions regarding benefits such as Tax Deferred Annuity, Health Insurance and Pension should be referred to the Benefits Office, telephone number (718) 245-2010.

CIR Legal Services Plan (CIRLS) - All housestaff covered by HSBP are also eligible for CIR’s prepaid legal services plan. The plan is financed by employer contributions and provides the residents and dependents with free legal assistance in a variety of personal areas. For information and assistance call the CIRLS number (212) 356-8100.

In-House Pagers (Beepers) – In-house pagers are distributed on a first-come, first-served basis, Monday through Friday, from 9:00 a.m. to 5:00 p.m. in the “T” Building Telephone Room located on the first floor, telephone number (718) 245-3146.

It is a requirement of KCHC that residents must return their pagers to the “T” Building Telephone Room when they rotate to other institutions.

Pager repairs and batteries for KCHC issued pagers are available from the “T” Building Telephone Room.

Chaplaincy Service – There are three Chaplains at KCHC – one Rabbi; one Catholic Priest and one Protestant Minister. The Chaplain Offices’ are located in the Chapel, “S” Building, 1st Floor. The Chaplains may be reached by telephone as follows:

- Protestant (Vacant)— 718-245-3706
- Jewish – Rabbi A. Lider – 718-245-3786
- Catholic – Father Souvenir Jean Paul – 718-245-4293

The Chaplains are on-call 24 hours per day, and can also be reached easily through the Page Operator at 245-3142.

Religious Services:

Catholic Mass:	Sundays, Wednesdays and Fridays, 12:00 Noon until 1 PM Chapel, “S” building, 1 st Floor
Jewish Gathering:	Mondays, 12:00 Noon until 1 PM Chapel, “S” Building, 1 st Floor
Protestant Services:	Sundays, Tuesday and Thursday 10:30 AM until 11:30 AM Chapel, “S” Building, 1 st Floor

A variety of religious services are also scheduled for the Behavioral Health Center (“R” Building). Please call the Chaplains for the schedule of services.

Physical Examination Requirement – Each member of the House Staff is required to have a complete physical prior to beginning service at KCHC. Thereafter, an annual health assessment (and PPD if appropriate) is required. Clearance from the KCHC Employee Health Service is mandatory prior to final acceptance into the training program.

Identification Badges – All residents, regardless of pay source, are issued ID cards by SUNY Downstate’s GME Office. Additionally, residents rotating to KCHC must obtain KCHC ID cards and proximity cards where applicable. Contact Human Resources at (718) 245-2026 or 4818 or House Staff Affairs at 718-245-3908.

Meals/Cafeteria – Meals are available for purchase at the KCHC cafeteria located on the 1st floor of the “T” Building. KCHC/HHC paid residents receive a stipend of \$2,900 annually.

Meal Hours (KCHC Cafeteria):

Weekdays: 7:00 a.m. – 4:00 p.m.

Weekends & Holidays (“D” and “E” Bldg Only): 7:00 a.m. – 4:00 p.m.

Malpractice – HHC is self-indemnified. All residents in SUNY Downstate Residency Programs are covered for malpractice insurance.

On-Call Rooms – On-call rooms, including bathrooms and showers are maintained for each service. Clean linen and towels are supplied on a regular basis. Housekeeping Services should be contacted whenever additional maintenance is needed.

Parking – (718) 245-5337

Paid parking, on the campus, is available on a first-come first-served basis. To register for the parking, go directly to the Parking Garage.

Payroll Information – Payroll distribution for KCHC salaried residents occurs bi-weekly on Thursdays. A schedule of distribution dates is available in the House Staff Affairs Office. Paychecks are distributed in the House Staff Affairs Office from 3:00 p.m. – 4:30 p.m. on Thursday and Friday from 8:30 a.m. – 4:30 p.m. and Monday from *8:30 a.m. -12:30 p.m. In the event that you cannot pick up your check, it will be held in the Payroll Department, Support Office Building. Checks will be mailed if a “Request to Mail Paycheck” form is completed and presented, with a stamped, self-addressed envelope to the House Staff Affairs Office. Direct Deposit is also available. To sign up, contact House Staff Affairs Office, “T” Building, 3rd Floor, Room T-316.

Uniforms —Lab coats are available in the Office of Inventory Control in the “C” Building, Room BB14 between the hours of 6 a.m. and 5 p.m. All KCHC paid residents should go to the House Staff Affairs Office for a lab coat verification letter before going to the “C” Building.

Policy on Phlebotomy Services: Phlebotomy is an ancillary service that is provided by the hospital. The primary responsibility for this service lies with the Department of Nursing. After two failed attempts in one shift by nursing personnel, the physician is responsible for drawing bloods. The proper procedure for obtaining phlebotomy services is as follows:

- The physician orders labs on the computer system and specifies when the labs are to be collected.
- The physician will select an option from the left-hand side of the screen under the Inpatient@

heading.

- The physician is NOT to print labels as this signals to the computer that the labs have already been drawn.
- The physician will communicate with the nursing staff that labs are to be drawn especially when IVs are being started (to prevent repeat needle sticks) and when levels are to be drawn.
- All physicians, nurses and PCAs have appropriate access for ordering labs and printing labels.
- Phlebotomy services are available in all areas of the KCHC campus including the Emergency Room, Operating Room, ICUs (adult medical, surgical, neurosurgical, neonatal, pediatrics) and Adult and Pediatric floors as well as the Nursery.
- Bloods for HIV testing, type and screen/cross match and drug level will be drawn by nursing personnel.
- ICU staff is credentialed to draw blood from established arterial lines.
- Every nursing station is equipped with a logbook that contains information on all specimens that cannot be collected. The phlebotomist who encounters difficulty must sign off that they notified the physician and the physician must sign once the situation is resolved.
- Phlebotomy Services are available at least once per 8-hour shift on all floors with the A-D-S complex.
- All nursing personnel have access to collect non-blood specimens such as cultures, urine, stool, etc.

All problems regarding implementation of these procedures should be addressed to the charge nurse on the unit in question and if a satisfactory resolution has not been achieved, the nursing supervisor/A.D.N. should be informed.

REFER TO THE CIR MANUAL FOR CONDITIONS OF EMPLOYMENT