



Health Science Center (HSC) Employee Guide

(Updated 8/12/15)

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Commitment to my HSC Colleagues

As your colleague with a shared goal of providing excellent service to our students, I commit to the following:

- I will establish and maintain a relationship of functional trust with you and every other member of this staff. My relationships with each of you will be equally respectful, regardless of job titles or levels of educational preparation.
- I will accept responsibility for establishing and maintaining healthy interpersonal relationships with you and every other member of this staff. I will talk to you promptly if I am having a problem with you. The only time I will discuss it with another person is if I need advice or help in deciding how to communicate with you appropriately.
- I will not complain about another team member and ask you not to as well. If I hear you doing so, I will ask you to talk to that person.
- I will accept you as you are today, forgiving past problems and ask that you do the same with me.
- I will be committed to finding solutions to problems and ask that you do the same with me.
- I will affirm your contributions to quality customer service.
- I will remember that neither of us is perfect, and human errors are opportunities, not for shame or guilt, but for growth and forgiveness.

Approved by Academic Team October 27, 2008

HSC Colleague Achievement Board

This board is located in the 4th floor break room. It provides the opportunity to display achievements on behalf of HSC occupants.

These could be newspaper articles, professional recognition, research updates, etc. This provides an opportunity to read about the great work that is occurring with colleagues in the HSC.

General Building Information

Hours of Operation

The HSC is open from 7:00am-10:00pm Monday thru Friday, and all students need to exit by 10:45pm. Hours are subject to change during holiday breaks and summer.

Student weekend swipe card access is as follows:

Saturday: 10:00am-7:00pm (need to leave by 7:30pm)

Sunday: 10:00am-7:00pm (need to leave by 7:30pm)

Any weekend events need to be coordinated through the HSC Information Desk. A special weekend event form needs to be completed and can be obtained from the HSC Information Desk or by emailing hscinformation@westernnc.edu.

Lighting

The building has an automated (computerized) lighting system that regulates the hours that the lights are on in the building. The system is set to shut lights off at 11:00 pm Monday thru Friday. Anyone working late in the building can override the system by pressing "up" on the black override buttons located in various rooms and hallways throughout the building.

Classrooms

Each lecture room has a default table layout in the classroom binder. If you change the table layout for your class, it is your responsibility to return it to the default layout before leaving.

Classroom doors should be locked after each class. The only exception is when the instructor for the next class is present.

Each lecture classroom is equipped with a computer that has a zip drive, a document camera (like an overhead projector), white board and a projection system with screen. Please bring your own dry erase markers. Please turn off all equipment, including the projector system, when leaving the classroom.

Copy Machines

HSC staff copiers are located on the 4th floor and are accessible by an access code. Each program has its own code. To obtain a new access code, please contact the HSC Information Desk at 789-6172 or by email at hscinformation@westernnc.edu.

Each department is charged monthly based on usage (cost is \$.035 per copy).

Office Supplies

All Departments are responsible for their own individual department supplies.

Mail

Interdepartmental mail pickup times are as follows:

UW-L: 10:00 am
Gundersen: 9:00 am
Western Technical College: Noon

Please use the follow address for deliveries:

Health Science Center
Attn: (Contact Name)
1300 Badger Street
Room #
La Crosse, WI 54601

Trash & Recyclables

Routine building waste and rubbish will be collected by custodians on Tuesdays and Fridays. If you have your own paper shredder, you are responsible for emptying it and making sure the bag is secured.

All recyclables can be thrown in the recyclable containers (paper, plastic, metal, glass). All trash should be placed in trash can. If you need a container, please contact the HSC custodian at 386-2518.

Lost and Found

Items that are found can be given to the HSC Information Desk on the first floor. Unclaimed lost and found items are donated on a regular basis.

Policies

Link to various HSC policies:

http://www.lacrosseconsortium.org/content/health_science_center/building_policies

Building Layout

Ground level (Basement)

Biology Labs - UW-L
Biomedical Lab - Western
Dental Assistant – Western
General Classroom – 0096
Imaging Labs – Western
Nutrition/Biology Faculty Offices – UW-L
Physician Assistant – UW-L

Main Floor

Dental Lab - Western
La Crosse Community Dental
Student Health Services
Student Physical Therapy Services

2nd Floor

Classrooms

Distance Education Room (2002)

Recreational Management/Therapeutic Recreation Faculty Offices – UW-L

Student Computer Lab (2058)

3rd Floor

Anatomy Lab

Consortium Offices

LIMS - Biomechanics Lab - UW-L

PT/PTA Labs – UW-L and Western

4th Floor

Faculty Offices

General Classroom – 4024

OT/OTA Labs

5th Floor

Clinical/Medical Lab Science Labs

Gundersen Research Labs

Interdisciplinary Skills Lab

UW-L Biology Labs

UW-L Microbiology Labs

HSC/Classroom Telephone Lines

- Outside local calls: Dial 7 and phone number
- 800 numbers: Dial 7+1+ 800 number
- 911: Dial 911 (no “7” required)

Security

Security can be contacted by calling 789-9000 - 24 hours a day. Incident investigation and reporting, along with crime prevention activities, are also provided.

Keys

All HSC staff will receive keys for their individual office, classrooms, labs and shared areas. Staff will need to complete a key request form, available at the HSC Information Desk or by emailing hscinformation@westerntc.edu.

All keys will be assigned to individual staff members. Staff are responsible for all of the keys that have been assigned to them. Keys should be kept in staff's personal possession and not lent out. If someone needs access to a space and has forgotten one's key, a program assistant or custodian should be asked to unlock and lock doors as needed.

Student Keys (Research)

In the event that a student needs a key, his or her instructor must fill out a key request form. The key request form can be found at:

http://www.lacrosseconsortium.org/uploads/content_files/Key_only_form.pdf. The key will be assigned to, and signed by, the instructor, not the student. The instructor is then responsible for retrieving the key once the student is finished.

Lost or Replacement Keys

Immediately report any lost or stolen keys to the HSC Information Desk at 608-789-6172 or at hscinformation@westernnc.edu. A new key request form will need to be completed to receive a replacement key. Costs associated with key replacement and re-keying will be charged to the individual or department.

Returning Keys

When staff leave the HSC, the key(s) should be returned to the HSC Information Desk for documentation purposes. This includes leave of absence, resignation, retirement or relocation of offices. Keys should not be transferred to the next employee, but rather transferred through the HSC Information Desk.

Audit of Keys

Keys will be audited when deemed appropriate. For example, if a researcher has provided five keys to students in his/her research area all five keys will need to be accounted for, along with the current user of each key.

Swipe Cards

Swipe Card Access to Building and Labs

The purpose of a swipe card is so individuals can have access after-hours and on weekends to the building and/or labs that have card readers. You are responsible for your swipe card. Please do not lend them out.

To request swipe card access, please contact the HSC Information Desk at 789-6172 or at hscinformation@westernnc.edu.

Student Swipe Cards

Students in allied health programs - faculty provide list to HSC Information Desk

Students not part of allied programming (research, etc.) - Supervisor provide student information (name, expiration date, rooms needed access) to the HSC Information Desk

Lost or Stolen Swipe Cards

Immediately report any destroyed, stolen or lost swipe cards to the HSC Information Desk. If you are leaving employment at the HSC, please notify the HSC Information Desk so your swipe card can be deactivated.

Emergency Procedures

Emergencies

Dial 911 for a life threatening emergency

Dial 789-9999 for other emergencies

The HSC follows UW-La Crosse's Emergency Response and Preparedness Plan at

<http://www.uwlax.edu/Police/Emergency-response-plan/>

For excerpts of this plan most applicable to the HSC:

http://www.lacrosseconsortium.org/uploads/content_files/files/UW-L_Emergency_Plan_excerpt_for_website.pdf

Hazards

The HSC has adopted a building-wide set of safety standards that outlines safe practices and response procedures for working with hazards in the building. If a safety-related incident occurs, please complete the "Incident Report." If you witness an activity, practice, or condition in the HSC that appears to violate the Safety Standards, or that could pose a risk to building users, please fill out the "Safety Violation Report" survey, which can be submitted anonymously.

Forms: http://www.lacrosseconsortium.org/content/health_science_center/forms

Safety Standards:

http://www.lacrosseconsortium.org/content/health_science_center/building_policies

AED

An AED is available on the main floor near the Badger Street entrance, outside the dental clinic area. If the unit is used (door opened) an alarm will sound. The unit is not connected to 911 or to the UW-La Crosse Police department. All health profession students and most faculty are AED certified.

Parking

Metered Parking

UW-L Police monitor the parking lots and enforce parking between the hours of **7:00 am** and **7:00 pm**, Monday thru Friday. Parking is not enforced on weekends or after 7:00 pm Monday thru Friday. There is no overnight parking, skateboarding, or extended parking allowed.

Parking meters in the HSC lot are \$1.00/hour. The meters accept quarters, nickels and dimes.

Loading and unloading vehicles are allowed either in the circular drive (pull-out area) or near the service elevator on the west side of the building. Vehicles involved in loading and unloading are to be moved out of these areas immediately when finished. A cart for this purpose can be found on the south side of the Information Desk area across from the elevators. The lock can be opened with your HSC key. Please return the cart when you are finished.

Annual Parking Permits

The HSC has two lots which offer annual parking permits. Lot C15 – connected to the HSC and lot C14 – north of the HSC on Badger Street. If one is interested in receiving an annual permit, please contact the HSC information desk and be placed on the waiting list. Individuals will be contacted if a permit becomes available.

Catering and Food Policies

Catering

The HSC can cater from outside sources for events. (This includes UW-L staff.) Contact the custodians in advance for tables and extra garbage cans.

Student Food Policy

Food consumption is only permitted by students in the atrium areas (2nd, 3rd, or 4th floors) or lower level (basement) by the vending machines. Food and beverage is not allowed in classrooms or labs. Beverages with a cover are allowed in conference rooms.

If violations occur, beverage privileges will be discontinued in the conference rooms.

Food consumption is not allowed in any general area of the 5th floor due to safety concerns related to proximity of potentially harmful chemical/biological agents. There is a staff break room available for all HSC staff in room 5102.

Faculty has the right to make an exception for students to eat/drink in rooms they are teaching in, especially if the class is held for a large block of time. In turn, faculty is responsible for the following, prior to leaving the classroom:

- a. Ensure all tables are clean
- b. The garbage is placed in the garbage cans with liners
- c. Garbage should be removed from the room as a courtesy to the next users if:
 - i. There are large garbage items such as pizza boxes
 - ii. There is food that will leave a lingering smell (such as onions)(Garbage bag may be placed outside the room – please contact custodian to dispose)
- d. All spills are wiped up

Break Rooms

There is a refrigerator for the employees located in both break rooms on the 4th and 5th floor. The 4th floor refrigerator is cleaned out once a month and items will be thrown that are not labeled. Please read and follow the guidelines posted on the door.

There is a coffee maker available for use. Coffee is not provided by the HSC.

Scheduling Process

Room Scheduling

All rooms (classrooms, conference rooms, labs) should be reserved prior to use. You may request rooms via the web at:

<http://pandora.westernnc.edu/virtualEMS/default.aspx>.

An e-mail confirmation will be sent to the individual making the request and it is his/her responsibility to check the accuracy of the reservation.

The HSC Information Desk will do the scheduling. In the scheduler's absence, the Consortium office will provide backup.

If you have reserved a conference room and someone is in it, please ask them politely to leave. Students are allowed to use the conference rooms for studying; however HSC occupants have priority over students.

If you need to schedule an ongoing class for a semester, please refer to the scheduling policy and the HSC class schedule. Both of these policies can be found at:

http://www.lacrosseconsortium.org/content/health_science_center/scheduling_classrooms/scheduling_policy

If you need to use a room and you have not reserved one, you may use a room that isn't already scheduled. However, you must still submit a room request afterward. This information is to track building usage.

Mobile Computer Carts

These will need to be reserved through the EMS scheduling system.

All carts must be delivered to the classroom and put back to their "home" at the end of each use. Please coordinate cart placement with your program assistant, not with the custodial staff.

Podiums

The podiums need to be reserved through the EMS scheduling system. The "homes" for the podiums are:

- Room 2002 - Podium 1 - wheels
- Room 2006 - Podium 2 - no wheels

Please move podium well ahead of when you need it. Do not disturb a class in session in room 2002 or 2016. Once you are finished with the podium please return it to its "home."

Conference Phone

The conference phone must be reserved through the EMS scheduling system. The “home” for the conference phone is the HSC information desk. Once you are finished with the conference phone please return it to the HSC information desk.

Room 3071 (inside Consortium suite) has a conference phone that stays in this room.

Technology

Classroom Technology Assistance

Western Technical College is the contact for any IT or AV support needed for the classrooms. Please e-mail any technology issues that arise to: pcservice@westerntc.edu

The Western Help Desk can be accessed Monday thru Friday:

7am – 4pm - 789-6266
After 4pm - 785-9107

Distance Education (DE)

Room 2002 offers DE. There will not be on-site support for DE unless you arrange it in advance. Western will need to be informed at least two weeks in advance of any DE classes for preparation. Please call 608-789-6266 to make arrangements.

Student Computer Lab

Student computer lab hours (room 2058) are Monday thru Friday 7:30 am – 7:30 pm. The lab is not staffed. Both UW-L and Western students have print cards for printing purposes. Paper is supplied by the respective organizations.

For assistance contact Western Technical College at:

789-6266 or
pcservice@westerntc.edu

Please refer to the student computer lab reservation policy if the lab needs to be reserved for online testing. This policy can be found at:

http://www.lacrosseconsortium.org/content/health_science_center/building_policies

Personal Office Computer

Call the IT desk of the organization you are employed by:

Gundersen: 775-3070
UW-L: 785-8744
Western Technical College: 789-6266

Maintenance

Custodian Contact

There is one custodian available during the day and two on second shift. They can be reached at: 386-2518.

Work Orders Directions

Work orders (not needing an estimate) can be accessed at: <https://iservicedesk.uwlax.edu/>

Work orders (needing an estimate) can be accessed at: (click on estimates in paragraph text) <https://iservicedesk.uwlax.edu/>

Do I need to complete a work order or can I just tell the custodial staff?

It is important to complete work orders for all requests, even if they are small (i.e.: my door squeaks). This will ensure it is moved forward appropriately and creates a paper work trail.

Do I have to complete all the information?

1. For items such as (1) laminate needs to be re-glued, (2) lights out in room 2064, (3) squeaky door and (4) carpet stains etc. please complete the following:

Date
Location
Room Number
Originator
Telephone
Description of work to be performed

No account number is needed (part of Operation and Management Contract)

2. For items such as (1) painting an office, (2) new shelves installed, (3) new white board and (4) structural/room changes etc. which will most likely have an “expense” please complete the following:

Date
Location
Room Number
Originator
Telephone
Unit to be Charged
Date Needed
Estimate Required
Necessary Signatures
Description of work to be performed

Account Number:

Joint program requests - (i.e.: PT/PTA) – prior to a request being submitted payment method should be determined.

Example: UW-L 50% and Western 50% - indicate on the work order the account number for UW-L and percentage and the billing information for Western and percentage.

UW-L only requests – use applicable account number

Non UW-L organizations – indicate on the work order the billing information for your organizations

General building or structural changes – forward request to Joanne Sandvick for HSC Management Group approval

Who should I send the work order to?

Address the envelope to:

UW-L Physical Plant
Fax to 785-6577

This can be placed in the UW-L interdepartmental mail bag, located in the 4th floor mail room. Mail is picked up at 10:00 am Monday thru Friday.

If I am still unsure of the process, who can I ask for assistance?

Please contact Joanne Sandvick (La Crosse Medical Health Science Consortium Office) at 785-5150 or at jsandvick@uwlax.edu.

Tobacco-Free Grounds

Effective July 1, 2013, the HSC grounds (vs. just the building) became tobacco-free. All tobacco products are prohibited on HSC premises.

Ash receptacles are located at the main entry points to the HSC property. It is expected of all individuals to be respectful when using tobacco products and ensure waste is placed in the proper containers.

Policy enforcement focuses on positive reinforcement and is the responsibility of all staff and students. The goal is self-enforcement. Repeat violations of the policy will be addressed as needed.

Tobacco Dependence Treatment Resource Guide:

http://www.lacrosseconsortium.org/content/health_science_center/building_policies



La Crosse Medical Health Science Consortium (LMHSC)

The LMHSC is a collaborative partnership and its mission statement is as follows:

“Fostering collaboration for healthier communities”

The Health Science Center (HSC) “building” became the first completed collaborative project of the LMHSC, which opened in September 2000. The HSC is one “project” of the Consortium (LMHSC) vs. the HSC being the “Consortium.” The LMHSC manages the HSC building, with expertise provided through the Finance Committee.

The Consortium’s main focus is in the following areas/projects:

- Cultural Competency
- Healthy County: La Crosse plan
- Nursing Education Clinical Coordination
- Population Health

The LMHSC’s five founding partners are

- Gundersen Health System
- Mayo Clinic Health System - Franciscan Healthcare
- University of Wisconsin-La Crosse
- Viterbo University
- Western Technical College

The LMHSC Board has two representatives from each founding partner along with representation from the La Crosse County Health Department and the La Crosse County School District.

The Consortium has two fulltime staff:

Catherine Kolkmeier, Director: ckolkmeier@uwlax.edu or 785-5151

Joanne Sandvick, Project Specialist: jsandvick@uwlax.edu or 785-5150