

REVISION JULY 2019

2019

Guidelines & Application Form



Contact Information:

UCSF Department of Pathology
Division of Neuropathology, Room M551
505 Parnassus Avenue, San Francisco, CA
94143
Phone: (415) 476 5236
Fax: (415) 476 7963

angela.mok@ucsf.edu

Application form for
Observership at the
Neuropathology Division of the
UCSF Department of Pathology

Observer Information Form

Full name: _____

Date of birth: _____

Mailing address: _____

City State ZIP

Phone: _____ Home Cell E-mail: _____

Medical school: _____

Year of graduation/Expected graduation date: _____

Highest Degree earned: _____

Current Position: _____

Eligibility Category (please choose one)

PATHOLOGIST PATHOLOGY RESIDENT MEDICAL STUDENT

What dates are you available? _____ (PLEASE ALLOW AT LEAST 4 (FOUR) MONTHS FOR PROCESSING, SO THE EARLIEST STARTING DATE SHOULD BE LATER THAN 4 MONTHS FROM THE DATE OF YOUR APPLICATION)

What is your immigration status? _____

Do you hold a current/valid US visa? Yes _____ No _____

NOTE PLEASE FILL THE ENTIRE FORM, INCOMPLETE FORMS WILL NOT BE CONSIDERED!!! Send all the required documentation to: angela.mok@ucsf.edu

PURPOSE OF VISIT (please describe, in your own words, what you wish to do and accomplish during your visit)

REFERENCES (please provide the names, addresses, phone numbers of at least two physicians who would be willing to serve as references. You only need one reference from the UCSF faculty)

1) _____

2) _____

I agree to abide by the rules and policies of UCSF, including but not limited to those governing ownership of intellectual property rights, safety, and harassment.

I have read and acknowledge **everything** in this manual. **(THIS IS VERY IMPORTANT. PLEASE MAKE SURE YOU READ/FILL EVERYTHING. WE WILL NOT CONSIDER INCOMPLETE APPLICATIONS**

I have sent all required documents to angela.mok@ucsf.edu

Visitor SIGNATURE

DATE

WELCOME!

The Neuropathology Division at UCSF School of Medicine is one of the largest in the country and welcomes observers at all levels of neuropathology expertise as long as we can establish realistic, reasonable and attainable goals for the duration of the rotation. Our division follows the noble tradition of late Prof. Bernd W. Scheithauer in opening our doors to students of neuropathology at all levels who will be practicing neuropathology and passing on the knowledge they acquired here to others around the world. This document will help you prepare for a memorable experience and a lasting cooperation and camaraderie with the members of our division and the Department of Pathology at UCSF.

The initial development of this Observership Program handbook was the product of three extremely bright and friendly fellows who felt it would be very helpful to pass on their experience to others to make their visit most enjoyable. Based on their valiant effort, the formal program handbook was created.

This document also serves as a visitors' survival manual. We dedicate this effort to the three wonderful volunteers who have initiated this effort by adding their personal experiences: Maria Valentina Diaz (Venezuela), Gulen Gul Niflioglu (Turkey) and Yeo Yeehui (Taiwan). *Enjoy your time in San Francisco.*

WHAT IS AN OBSERVERSHIP PROGRAM?

The Neuropathology Observership Program was established to assist national and international students and pathologists who wish to develop their career in neuropathology practice. The program should acculturate the individual to UCSF neuropathology practices and help prepare them for further training. Terms typically last from one to three months, and the observer can rotate among several teaching faculty to enable deeper learning. This program is one of many individual global health initiatives at UCSF.

Neuropathology Observership Program is not organized for profit. Faculty members and staff volunteer their time and efforts. Actual costs (visa and administrative fees, immunizations, etc.) must be paid for by the observer. No salary or stipend can be provided for any observer. We cannot provide or issue a certificate and the duration is often not long enough to provide you with a letter of recommendation for residency or job applications, so please do not be offended if we cannot provide you with nothing but an attendance record.

The learning objectives:

- Monitor how a neuropathologist interacts with clinicians, other pathologists and patients, noting how to execute daily functions and responsibilities, perform a pathological examination and diagnosis, recommend further work up, complete reports, etc. (communication and interpersonal skills)
- Study professional communication and interaction between the pathologist and all members of the health care delivery team and hospital administration (systems based practice skills)
- Critically evaluate the use medical and pathological terms and appropriate language, learn how to approach difficult cases (problem-based learning skills)
- Observe the delivery of neuropathology education in an academic setting to students, residents and fellows
- Gain exposure to academic activities, research efforts and conduct of clinical studies, construct a project or write research proposals in neuropathology (problem-based learning skills)
- Learn how to use pathology information systems in UCSF
- Experience the academic, social and cultural environment in UCSF and San Francisco (for international observers)

PLEASE RETURN PAGES #1, 2, 6, 7, 9 and 10
Send all documents to: angela.mok@ucsf.edu
Incomplete applications WILL NOT be considered

IMPORTANT: ELIGIBILITY REQUIREMENTS

While there may be additional requirements based on special circumstances, basic requirements for the Program at the Neuropathology Division are listed below. There are three eligibility categories, and you should identify your eligibility category on Page 1. In order to be able to continue providing this educational service, we have to ensure that neuropathology is within your career plan. There are many applications in a year and we want to provide this opportunity to everyone who will make good use of this experience. The eligibility categories are:

- 1-Pathologists with interest in learning/practicing neuropathology
- 2- Pathology residents with interest or career plans in neuropathology
- 3- Active medical students with expressed interest and engagement in neuropathology

It is critical for you to have some basic pathology knowledge and English language skills in order to get the most out of the experience. We expect you to demonstrate proficiency in English so the learning process is not hampered by challenges in comprehension. We also expect you to have a career goal in neuropathology., **we ask from all applicants to comply with the following requirements:**

- 1- COMPLETE THE APPLICATION FORM AND CLEARLY OUTLINE THE PURPOSE OF YOUR VISIT (see page 2; to get additional or updated copies of the form, please contact Dr. Tihan at tarik.tihan@ucsf.edu)
- 2- PROVIDE A RECENT CURRICULUM VITAE IN ENGLISH.
- 3- PROVIDE A COPY OF THE PHOTO PAGE OF YOUR PASSPORT (for international observers)
- 4- COMPLETE THE ISSO CERTIFICATION OF ENGLISH LANGUAGE PROFICIENCY (for international observers)
- 5- PROVIDE A COPY OF VALID VISA AND PROOF OF HEALTH INSURANCE (for J1 visas only).
- 6- PROVIDE A PHYSICIAN CERTIFIED COPY OF YOUR VACCINATION RECORD
- 7- COMPLETE THE UCSF CONFIDENTIALITY STATEMENT FOR OBSERVERS
- 8- READ AND ACKNOWLEDGE UNDERSTANDING EVERYTHING IN THIS MANUAL (sign page 2)

PLEASE RETURN PAGES #1, 2, 6, 7, 9 and 10 along with required documents to Angela Mok.



Certification of English Language Proficiency

*Attach this form with the appropriate supporting documentation

Scholar's Name: _____

The Department of State requires scholars to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." [22 CFR 62.11(a)(2)]

Check One:	Indicate how the Department has certified English proficiency for the prospective exchange visitor.	
<input type="checkbox"/>	<p>1. Certification by a language test recognized by UCSF's graduate admissions</p>	<p>➤ A copy of the test score is provided</p> <ul style="list-style-type: none"> • The test must have been taken within the past 5 years • IELTS overall band score of 7 or higher • TOEFL test score must be 550 (paper based), 213 (computer based) or 80 (internet based iBT) <p>http://graduate.ucsf.edu/admission-requirements</p>
<input type="checkbox"/>	<p>2. Certification of English language proficiency by an English language school or academic institution where English is the primary language of instruction</p>	<p>➤ A copy of the letter is attached (see template)</p> <ul style="list-style-type: none"> • Verifies the exchange visitor possesses English language proficiency high enough to successfully function daily within the UCSF position and within the local U.S. community. • Issued on letterhead in English within the past 6-months. • Includes signature from school official.
<input type="checkbox"/>	<p>3. Certification by the Sponsoring Professor (<u>signature required in right column</u>)</p>	<p>➤ PI Name: _____</p> <p>➤ Date of Interview: _____</p> <p>➤ Duration of Interview: <input type="checkbox"/> 20 mins <input type="checkbox"/> 30 mins <input type="checkbox"/> 45 mins</p> <p>➤ The Interview Was Conducted:</p> <p><input type="checkbox"/> In person <input type="checkbox"/> By Videoconference</p> <p><input type="checkbox"/> By Phone (<u>only</u> if other options are not viable)</p> <p>Per U.S. Code of Federal Regulations 22 CFR 62.10 (a) (2), I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the scholar's English language proficiency is sufficient to successfully function daily within their UCSF position and within the local U.S. community.</p> <p>_____ PI Signature</p> <p>_____ Date</p>

WAIVER OF LIABILITY, PLEASE SIGN AND DATE

Participant's name: Please Print

UNIVERSITY OF CALIFORNIA,

Short term observership in the Department of Pathology, NeuroPathology Division from _____ to _____

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in

participation in academic activities at the department as an observer to gain practical experience in neuropathology and observe the ongoing projects

hereinafter called "The Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

Signature of Parent/Guardian of Minor Date

Signature of Participant Date

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor Date
Participant's Age (if minor)

Signature of Participant Date
Vol Waiver 7/01

Protecting Patients' Privacy: HIPAA standards

Overview

The HIPAA Privacy Rule generally permits covered physicians to use and disclose protected health information (PHI) for treatment, payment and health care operations, including training activities. Specifically, the term "health care operations" involves "reviewing the competence or qualifications of health care professionals, evaluating provider and health plan performance, training health care and non-health care professionals, accreditation, certification, licensing, or credentialing activities."

Notice of Privacy Practices and Authorization

The HIPAA Privacy Rule states that an individual has a right to adequate notice of how a covered entity may use and disclose PHI about the individual. Physicians who are covered by the rule are required to develop a Notice of Privacy Practices that describes, in plain language, how the physician may use and disclose PHI about an individual. If a particular use and/or disclosure of PHI is not listed in a physician's Notice of Privacy Practices, the physician cannot use or disclose PHI for that purpose without a patient's authorization. A covered physician must obtain written authorization that complies with the requirements of the HIPAA Privacy Rule before he/she uses or discloses PHI, if the use or disclosure is not otherwise permitted or required under the rule without authorization, and if it is not described in the Notice of Privacy Practices.

Conclusion

While during the practice, education and research in neuropathology, the observers do not come in contact with the patients, they invariably are exposed to protected health information and must receive training to protect the privacy and confidentiality of our patients. To that effect ALL applicants must complete HIPAA 101 training before arrival or on the first week of their rotation BEFORE beginning their pathology observations. Please sign and return the attached "UCSF Confidentiality Statement for Observers" to our administrative assistant.

UCSF Confidentiality Statement for Clinical Education Observer

The Federal Health Insurance Portability and Accountability Act (HIPAA), the State of California Confidentiality of Medical Information Act and related laws and regulations were established to preserve the confidentiality of medical and personal information, and to specify that such information may not be disclosed except as authorized by law or unless authorized by the patient. These privacy laws and regulations apply to all Health System personnel including students. All students are required to agree to and sign this confidentiality statement.

I understand that, as an observer for clinical education purposes, I may see or hear confidential information, such as medical information about a patient, verbal discussions about patient care, and electronic communications that include confidential patient information.

I acknowledge that it is my responsibility to respect the privacy and confidentiality of this information. I will not access, use, or disclose any confidential information outside of my educational experience at UCSF. I understand that I am required to immediately report any information I may have about the unauthorized access, use, or disclosure of confidential information to the UCSF Privacy Office (phone (415) 353-2750)).

I understand that if I breach any provision of this Agreement, I may be subject to civil or criminal liability.

Observer's Name/Student's Name (Please Print): _____

Observer's Signature/Student's Signature: _____

Date: _____

(If student is under 18 years of age, then parent/guardian signature is needed as well.)
I am the parent/guardian of the student named above and I agree to be responsible for my child's inappropriate access, use, or disclosure of confidential information during his/her participation at UCSF.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

MEDICAL INSURANCE (**Mandatory for J1 visitors**)

Overview

At the Neuropathology Division, we cannot provide health insurance or cover specific medical needs for our visitors. However, UCSF requires that all visitors are required to maintain medical coverage that meets their specified benefits levels. You should inquire about the insurance options in your country or in the United States, and obtain an appropriate insurance. This can be done at any time BEFORE you start your observation period at the division. In order to ensure that you understand and comply with this requirement, we ask you to sign the attestation below. By signing this attestation, you agree to maintain health insurance for you and your dependents throughout the entire length of your stay that adheres to the minimum requirements outlined by the U.S. Department of State (22 C.F.R. Part 62.14). For J1 visitors, coverage must begin no later than “Program Begin Date” and must not end before the effective “Program End Date” listed on your DS-2019 form. Where there is no clear requirement for health coverage for B1 visitors, UCSF Human resources may still require you to get coverage for yourself and your dependents travelling.

ATTESTATION:

I understand that as a J-1 visa holder, by law, I am required to maintain health insurance which meets the minimum coverage specified above for myself and any accompanying J-2 dependents. I hereby affirm that I am aware of my insurance options, and I have, or will have by the time I begin my J-1 program at the University of California, San Francisco, the stated insurance for the effective period of all valid forms DS-2019 issued. If I choose to enroll in a UCSF health insurance plan, I voluntarily authorize that insurance costs be deducted from my salary. I also understand that failure to comply with this requirement may result in the termination of my exchange visitor program, and that I will not be eligible for reinstatement.

Visitor NAME

DATE

Visitor SIGNATURE

VISITOR SURVIVAL MANUAL: Helpful Hints for Life in UCSF and San Francisco

1. BEFORE ARRIVAL

a. COMMUNICATION

- You can start by contacting any one of the neuropathologists with whom you wish to work. The availability is quite variable so try to contact us a year in advance. You can find information for the faculty at the UCSF Pathology website. You can also contact angela.mok@ucsf.edu for any questions.
- Your contact at the Department of Pathology front office will be Michael Caton: Michael.Caton@ucsf.edu . As soon as you finalize your travel plans with the neuropathology faculty, you will need to start communicating with Michael so that he can help you get the right visa. You can also contact the Neuropathology Administrative Assistant directly at 415-476-5236

b. VISAS (FOR INTERNATIONAL VISITORS)

The nature of the visit to Neuropathology Division often defines the type of the visa you need and you should always consult the US Embassy or Consular offices for the most accurate information, since they are ultimately the places to receive your visa documents. Nevertheless, there are two types of visas you can apply for in order to spend time as an observer at UCSF. Details and documents can be found in the UCSF International Students and Scholars Office <http://isso.ucsf.edu/> . The ISSO is very helpful yet it make take some time to receive this information so start early.

- **B1 VISA**= This is type of visa you can obtain if your visit is for less than 90 days and the purpose of this visa is suitable for short-term visits with no salary or compensation, for the purpose of lab observations, business meetings and conferences, independent research, training, medical clerkships, lectures and talks.
- **J1 VISA**= This visa can be given to scholars and researchers for longer periods and has a number of requirements including a **well-defined RESEARCH PROJECT**. Participants in the J-1 Exchange Visitor Program are expected to return to their home countries when they complete their programs. The program may permit the entry of the participant's dependents under the J-2 visa at the sponsoring department and ISSO discretion. Dependents are spouse and unmarried children under the age 21. In addition, **J1 visa requires a fee that depends on the time of your stay**. The SEVIS fee needs to be paid and this can be done online at the US immigration website <https://www.fmjfee.com/i901fee/index.jsp> . If you cannot access the website, it may be because of the security settings in your computer or country. You may have to change your DNS or proxy settings (just consult your

IT expert). The participants also need to provide a minimum financial support document that ensures they have enough funding and also need to **present evidence of health insurance policy during your stay**. Your University or Institution can provide health insurance for you and can supply you with an official document so that you do not need to purchase health insurance yourself. All this means time, and J1 visitors should plan to apply at least 5-6 months prior to their arrival in UCSF. For a J1 visa YOU MUST contact us to ensure that you have a viable and funded research to justify a 6 month stay.

c. HOUSING.

- San Francisco, although a small city when compared with many others around the world, is one of the most expensive towns in terms of real estate. UCSF does not provide many options for student housing and those available are limited so plan well ahead if you are going to contact UCSF Housing Services. Summer months may be a little easier. The website for UCSF Student Housing is: <http://campuslifeservices.ucsf.edu/housing/>
- **UCSF HOUSING OPTION:** Please refer to pages 18 and 19 to review the housing option provided by the International Students and Scholars Office. The housing units for this option are located near the Mission Bay campus and there is shuttle service to all campus sites. Please contact us at least 6 months prior to your arrival so we can confirm availability of this option. If you choose the UCSF housing option, you will need to send the Pathology Department a check for the total amount in order to guarantee a reservation. *See details on pages 19-20*
- The Division of Neuropathology is at the Parnassus campus which is in the INNER SUNSET. The best options for short term rentals can be found in this area as well as the OUTER SUNSET. Finding a place to stay can be difficult, especially for short term rentals. Always think of transportation before choosing your home (nearby bus stops). Bus numbers 6 and 43 routes are in front of the hospital and the N Judah train also serves the Parnassus campus and downtown, so consider these routes. In addition, UCSF has a shuttle system that can also be useful (<http://campuslifeservices.ucsf.edu/transportation/shuttle>) . Also take in consideration groceries stores and laundry around and Google maps or Google earth can help you identify them. Some housing websites you can check are:
<http://sfbay.craigslist.org/>
<https://roomorama.com/short-term-rentals/san-francisco>
- Previous visitors also have found these three places convenient and reasonably priced. Read their descriptions since they may not fit your needs.
 - 729 Oak Street. (Rena & Bill) This is a nice couple who would rent a spacious room with common use bathroom and bedroom. The monthly rent is ~ \$1500. The couple has dogs and are pretty accommodating according to those who have stayed there before. Contact them at (415) 621-1083 or e-mail vilt_william@comcast.net

- Kenmore Hotel 1570 Sutter Street. This is a hotel near Japantown and closer to the city center. It is a bit far from Parnassus and is a good alternative for a short period until you find a suitable place for a longer stay. They also provide breakfast and dinner. Contact them at <http://www.kenmorehotelsf.com>
- Moffatt House: This is a very nice bed and breakfast only three blocks away from the Parnassus campus but it is pricy for long term stay. However, it may be a good option for shorter terms or as a temporary place if you need to stay somewhere for a few days. See more details at <http://www.moffatthouse.com/>
- Harper House is run by a very nice couple and Tad Archambault is the contact person. The accommodations are walking distance to the Parnassus campus on 1562 Waller Street. You can find more details at <http://www.harperhouseb-b.com> or at 415-522-1560
- Other options include Airbnb.com website but you have to be careful on what you see. It is wise to check with us, and even though we may not know all the options, we will give you a good idea about how practical it will be. We have received good feedback about 1540 Fell Street accommodations (contact Harold- 916-410-6853)
- **One gentle warning:** If you ever decide to use websites such as craigslist.com or any other site, please be aware that there are many impostors who post non-existent apartments or fake addresses. Please contact us to make sure you have a legitimate offer.

d. WHAT TO BRING

- Well, you have heard of sunny California, the beautiful warm, long beaches with people in Bikinis in California? Not in San Francisco! Weather in San Francisco is cooler than you expect, and is even cooler and windy in Parnassus. Bring a jacket and sweaters (especially when you leave the hospital after 6pm). The weather can change from day to day. You can even feel the four seasons in the same day! This is even more so in the summer months of July and August. The famous words attributed to Mark Twain (who has spent the better part of his life in California and Nevada) are “I have lived the coldest winter of my life in the summer in San Francisco”. However, you will find that you do not need any winter gear anytime in the bay area. The average day temperature is pretty much between 55 and 75 Fahrenheit.
- San Francisco is a sportsman’s paradise and there are million chances to hike, bike, climb, and any other sport you can imagine. The unpredictable hills and winding streets pose a formidable challenge to the avid biker, and the hiking enthusiast will not be able to finish even a quarter of the available trails within 30 minute-drive from the city. So come prepared with a good pair of hiking shoes.



2019 Team

Left to Right: Melike Pekmezci, Arie Perry, Joanna Phillips, Emily Sloan, Julieann Lee, Andrew Bollen, Sean Ferris, Marta Margeta, David Solomon, Jeffrey Hofmann, Angela Mok, Eric Huang, Tarik Tihan

2. ON ARRIVAL

a. TRAVEL FROM THE AIRPORT

- If you are arriving at San Francisco International Airport, the commute to downtown San Francisco and to UCSF Parnassus campus is cheapest with the BART (Bay Area Rapid Transit) system and the MUNI line N-JUDAH. Find the BART station which is right inside the International Terminal and buy a ticket BEFORE you enter the train (you will not be able to pass through the turnstiles anyway). The only direction from the airport is towards PITTSBURGH BAY POINT and it takes about 25-30 minutes. You can get off at any one of the downtown stops (CIVIC CENTER, POWELL, MONTGOMERY or EMBARCADERO) but the best option is the first one: CIVIC CENTER. You need to go up and through turnstiles and out of the BART system and into the MUNI system and you need to buy another ticket. Once in MUNI station go down and wait with the people on the OUTBOUND side. You will be taking the N-JUDAH outbound and another 25-30 minutes later you will be at the UCSF stop. Ask the driver to warn you at the stop if you are not sure. The whole trip is within an hour and costs about \$10 (taxi is about \$50 and Uber/Lyft is often much less).

b. MAP.

- Upon arrival check a city map and take it with you. The international terminal also has free brochures about the events and maps of San Francisco. If this is your first time here, a map is essential for survival. Here are the websites for a free map:
http://www.frommers.com/destinations/sanfrancisco/29_maps.html
http://www.baycityguide.com/images/maps_pdf/San_Francisco_Map.pdf

Don't only rely on the apparent distance on the map, it does not show you how steep the slopes are! Especially in downtown, some straight line streets in the map will take you half an hour to climb! Also familiarize yourself with the neighborhoods and distances.

c. TRANSPORTATION IN THE CITY

- PUBLIC. Muni!! The Municipal transport system has trains, trolleys and buses, basically. Some trains run underground and on streets also. Where is the bus/train stop? This is hard to find sometimes and it might just be in front of you! Some bus stops are just an electrical pole, a thin pole of a stop sign and a sign on the road. You might miss it if you are not aware of this. All bus stops have a red sticker with an ID number. With this number you can check online when the next bus/train arrives (www.nextmuni.com or www.511.org or call #511). Some street lamp poles also have a yellow strip to let you know that the corner is a MUNI stop.
- Ask at the Muni station about a Clipper Card, a monthly pass that will save you money. You can also learn more about the clipper card at the website. You can also purchase CLIPPER cards at the San Francisco International Airport Information Booths.
<https://www.clippercard.com/ClipperWeb/index.do>
- UCSF. There is a shuttle bus in which you can ride at no cost to the different UCSF campuses. For schedules and maps check:
<http://campuslifeservices.ucsf.edu/transportation/shuttles/>



d. STARTING WORK AT UCSF MEDICAL CENTER

- REPORT TO NEUROPATHOLOGY DIVISION: Go to 505 Parnassus Avenue building, this is the main hospital building also known as the Moffitt Building. The office is on the fifth floor of this building, hence the number M551. Take one of the four Moffitt elevators to the fifth floor and walk through the glass door with the ANATOMIC PATHOLOGY sign over it. Turn right and the first door on your right is M551. The first person who will probably greet you will be our administrative assistant. She is your best friend and is willing to help. She often goes above and beyond the call of duty so you need meet her as soon as possible. She is the visitors' (and everybody else we think) angel! We feel that she is a just a sample of the incredible people here at UCSF and San Francisco, they are all warm, welcoming and glad to teach and help. Don't be afraid to ask! If you have any difficulty, call her at 415-476-5236 (during work hours).
- CHECK IN WITH THE ISSO: This is actually the first official thing you should do, and this is actually a Federal Law requirement. You can call or best, make an e-mail appointment during the first day(s) you arrive in San Francisco. The e-mail address for appointments is

james.moser@ucsf.edu. The ISSO telephone is (415) 476-1773 and there is an after-hours emergency phone: (415) 218-3263

- GET YOUR ID: Most probably you will get a UCSF photo ID. You will need our administrator's help to get the necessary paperwork and then you can go to the " WE ID" office (yes this is really their office name) in the bowels of the Milberry Union (see campus map). They will take a picture of you and you will get your ID immediately. Carry this ID with you at all times. With this card you can open doors between UCSF buildings after 5pm. Also, it helps you get discounts at the cafeteria at 2nd floor and the gym at the building across the street.
- ORIENTATION MANUAL: Get a copy of our orientation manual from our office. This manual describes the daily activities, names and phone numbers of the staff and faculty and gives you brief instructions on the functions of the division as well as the Department of Pathology.
- SAFETY: San Francisco is a relatively safe city in American standards but nevertheless it is a city, and there are people who can take advantage of your sincerity or unfamiliarity with the city. Always observe your surroundings and do not trust any individual readily even if you meet them around the hospital. If you are coming from a big city, you know the drill.
-

3. DURING YOUR STAY

a. *"STUDY HARD, PLAY HARD"*.

- FIRST PLAY HARD! We expect you to take advantage of everything around you and to interact with people! The Department of Pathology is full of nice people and they are all eager to help even if they are overwhelmed with work. Introduce yourself, be proactive and meet the staff as well as the faculty in the department. We do not care much about titles or aristocracy in the department so everyone is equally valuable. In addition to your work and project assignments, you will be given social and cultural assignments. Dr. Tihan expects you to explore at least 5 tourist spots in SF per month. Here are some useful recommendations:

<http://gocalifornia.about.com/od/casfmenu/ss/things-to-do-in-san-francisco.htm>

http://www.citypass.com/san-francisco?mv_source=rkg&creative=11730932549&adpos=1t1&gclid=C L3jwO6G77ACFSUBQgodAFXpJg

- RESEARCH WITH HUMAN SUBJECTS: If you are planning to pursue an "independent research" project or attempt to write a manuscript in your career, you will need to be trained in research conduct and you may want to visit the UCSF Human Research Protection Program <http://www.research.ucsf.edu/chr/>. You will need to take a training course. All "Key Personnel" at UCSF or affiliated sites must complete the online CITI program. You can learn more about the CITI training program in <https://www.citiprogram.org/>
- PARTICIPATE! We expect you to participate in every divisional activity and observe every function in the department. You need to be proactive and ask for what you need. In the US, many physicians use abbreviations that may not mean anything to you (nor should it) so ask.

Also make sure people speak in a manner you can understand, some people speak to fast, some mumble. Do not pretend as if you understand, if you do not understand or hear, ask the person to repeat it till you do! It is not a crime to misunderstand but bad manners to pretend that you did!

b. FOOD.

- This will never be a problem for you. Food places are abundant and delicious in San Francisco. The variety you can find is amazing. Try new places and new flavors! Irving Street is very near and packed with good places to eat. If you are in a rush you can eat at the 2nd floor at Moffitt building or Milberry Union, there are several good places, most of them with fast food. Ask Dr. Tihan about the restaurants in the area. You should try at least three new cuisines while you are in the city. Japanese, Chinese, Vietnamese cuisines are world famous and UCSF area (Inner Sunset) is chockfull of great restaurants

c. NAVIGATING THE HOSPITAL CORRIDORS

- THE FIFTH FLOOR of Moffitt building is essentially all pathology with some other departments. The Neuropathology office is very close to the Gross Room and the Pathology Residents' room and Dr. Tihan's office is in there (M551). You also need to know the offices of Dr. Perry (M553), which is right next to Neuropathology office and Dr. Bollen's office (M563) is only steps away on the same corridor. The departmental grand rounds usually takes place at the third floor of the Health Sciences West building (HSW302)
- ELEVATORS: There are elevators on Milberry Union building across the street, you can take them to go down to Irving Street and up from there. Don't hike the steep streets of 3rd Avenue as Maria and Yeo did the first time!
- You will need to know the location of the Morgue M 55 (for Neuropathology Autopsies) and the pathology conference rooms HSW 302 and HSW 532 as well as S257 for Neuroradiology conference and L33 for Neuro-oncology Conference.

d. COMMUNICATIONS:

- You may need to consider getting a cellular phone while you are in San Francisco since your phone from your country will be too expensive to use on a daily basis. You can either purchase a SIM card for your phone or get a pay-as-you-go phone. If you are planning to use your own iPhone or Blackberry, remember to you need to "unlock" the phone before you can use a SIM card from a US telephone company.
- The closest cellular phone store is TMobile which is on 9th Avenue, near the corner of Lincoln street. Their reception inside UCSF is not very good. AT&T has excellent reception inside the hospital, but they are expensive and their coverage elsewhere in the bay area is not good. So it is up to you.
- There are many wi-fi resources at the hospital and around the city and you may want to learn about them to see whether you can communicate without needing to purchase a cellphone or sim card for the U.S.

e. RECREATION AT UCSF:

- UCSF Farmer's Market: Open from 9am. – 3pm. every Wednesday.
- UCSF Fitness & Recreation Center: Across the street in Millberry Union Building. Visit <http://campuslifeservices.ucsf.edu/cls/>
- Golden Gate Park has numerous activities and all are within walking distance. For more information go to <http://www.golden-gate-park.com/>
- Info about things to do <http://www.sfgate.com/>
- Places to see: Golden Gate Bridge, Golden Gate Park, De Young Museum, Arboretum, Japanese Tea Garden, Alcatraz, Union Square, Farmers Market at Embarcadero, Pier 39, Fisherman's Wharf and Boudin Bakery, Ghirardelli Square, Sausalito, Chinatown, Little Italy, MoMA, Asian Art Museum, Metreon, Ocean Beach and Land's End, Legion of Honor Museum, Dim Sum at Clement Street, Marina and Fort Mason, Marin Headlands State Park, Muir Woods National Park, SF Giants AT&T Ballpark. Ask Dr. Tihan for more suggestions.
- The Wine Country (Sonoma, Napa, Russian River Valley) if you have enough time and appetite!
- Farther away: Monterey and Carmel, Mendocino, Lake Tahoe, Yosemite National Park and the Pacific Coast

Make sure you read and learn about these activities and plan wisely, because public transportation is not as efficient outside the city of San Francisco and driving may take longer than you anticipate. There is plenty of information online and more stuff you can get from the ISSO as well as members of the pathology department.

We hope you have an amazing time here and believe you will learn Neuropathology and many other important things!

Maria Valentina (Venezuela)

Gulen Gul (Turkey)

Yee Hui, aka. Pony (Taiwan)

APPENDIX: UCSF HOUSING OPTION

Published on *Executive Vice Chancellor & Provost* (<https://evcprovost.ucsf.edu>)

[Home](#) > UCSF International Scholar Short-Term-Stay Apartment

UCSF International Scholar Short-Term-Stay Apartment

525 Nelson Rising Lane #501
San Francisco, CA 94158

Rentals can only be booked and paid for by the department or unit that is inviting the international scholar.

Rates

- ◆ \$50 per night for a single room in 3-bedroom furnished apartment with 2 shared bathrooms, at UCSF Mission Bay Campus with a 2-week minimum stay and a 3-month maximum stay
OR
- ◆ \$150 per night for a 3-bedroom furnished apartment with 2 shared bathrooms, at UCSF Mission Bay Campus with a 2-week minimum stay and a 3-month maximum stay

Features and Information

- ◆ **Only available to scholars/trainees/staff visiting from other countries and invited by a department or unit.** Priority to international scholars in program exchanges. International post-docs (or other visitors) needing housing for a year or more are limited to two (2) months for transitional housing needs.
- ◆ **Reservations are made through the inviting department or unit and must be paid by fund transfer at time of reservation**
- ◆ Full refund will be given for any days that are cancelled at least 30 days or more before the start date of occupancy. Refunds for cancellation less than thirty (30) days before move-in or for early move-out depend on re-rental of space and subject to an administrative fee of \$50.
- ◆ Some partial subsidies available for scholars-in-need from Low and Middle Income Countries, who are not on a funded program. Questions about this may be addressed to visa@ucsf.edu [1]. Please provide explanatory information.
- ◆ Each visitor will receive a key and orientation upon check-in from the On-site Housing Services office
- ◆ Apartment has dishwasher, garbage disposal, ovens/range and refrigerator, table, chairs, cooking and eating utensils, pots, pans, and dishes, carpeting and window blinds
- ◆ Apartment living room has furniture, television and cable TV with international channels
- ◆ Bedroom has twin bed, sheets, blanket, pillow, bath towel, desk, chair, drawers, closet and hangers
- ◆ Spacious common laundry rooms, pay per load
- ◆ No smoking or pets in the building or on campus. Single occupancy for each bedroom;

- no overnight guests; no tenants under 21 years of age for single room rentals; no sublets; other UCSF contract requirements in effect
- Ethernet service and wireless (Wi-Fi) internet included (pre-activated data ports in each room)
- Walking distance to Genentech Hall, Gladstone Institute, Rock Hall, Byers Hall, Baker Fitness and Recreation Center (additional fee), China Basin, Giants Stadium and Caltrain Station
- Frequent UCSF shuttles connect to all other UCSF locations, local supermarkets and shopping districts
- Library, restaurants, cafes, pub, nearby ATMs are all on campus
- Public MUNI train (T-Third line) is next to the building on Third Street
- Wednesday bi-weekly cleaning service for common areas (kitchen, bath, living room, and hall)
- Watch a Mission Bay (MB) [video tour](#) [2]

For Reservations

- Use the [UCSF International Scholar Short-Term-Stay Apartment Reservation System](#) [3] to make a reservation.

From the Airport

- Getting here from the Airport is best by Shuttle, \$16 (approximate).
- We recommend: [Go Lorries Airport Shuttle \(English\)](#) [4] or [Go Lorries Airport Shuttle \(Chinese\)](#) [5]
- Taxis will service the Mission Bay neighborhood, \$40 (approximate) from SFO airport. It is important to tell the driver to go to the UCSF Housing Office at **1505 4th Street**. DO NOT tell the driver just to go to ?UCSF,? otherwise they will end up at Pamassus.

UCSF Housing Office

- Check in at the UCSF Housing Office at Mission Bay from 8 am-5 pm, non-holiday weekdays
- Check out is by 11 am, non-holiday weekdays
- Address: 1505 4th Street #101, San Francisco, CA 94143-3100
- Phone: 415.514.4550
- Map to UCSF Housing Office (use 1505 4th Street, San Francisco for destination):

Need More Information?

Please call 415.476.1773 or send e-mail to visa@ucsf.edu [1].