



# Orientation

MONDAY, JUNE 29<sup>TH</sup>

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# Agenda

**COORDINATOR INTRODUCTIONS  
CONTACT INFO &  
WHERE TO FIND US**

**UPCOMING EVENTS**

**ON-GOING TASKS &  
EXPECTATIONS**

**EDUCATION STIPEND &  
EXPENSE REIMBURSEMENTS**

**WORK HOURS**

**STEP 3/LEVEL 3**

**PECOS APPLICATION**

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# Who Are We?



**LAYNE CROW, M.ED.**

**IM PROGRAM COORDINATOR**

EMAIL: CROWL@SUMMAHEALTH.ORG

PHONE #: 330-814-1576

WORK HOURS: 7:30AM-4:00PM



**SAMANTHA  
CHAPMAN-SMITH, M.S.**

**IM PROGRAM COORDINATOR**

EMAIL: CHAPMANSA@SUMMAHEALTH.ORG

PHONE #: 330-907-0794

WORK HOURS: 7:30AM-4:00PM



**SHELBY PARKER**

**TY PROGRAM COORDINATOR**

EMAIL: PARKERSHE@SUMMAHEALTH.ORG

PHONE #: 330-554-7287

WORK HOURS: 8:00AM-4:30PM

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# IM Coordinator Update



**SAMANTHA  
CHAPMAN-SMITH, M.S.**

**SAMANTHA IS ON  
MATERNITY LEAVE  
NOW-END OF SEPTEMBER**

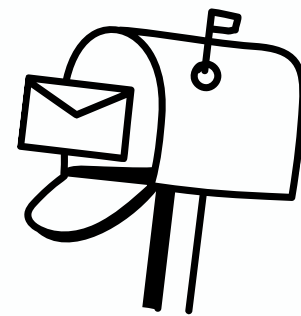
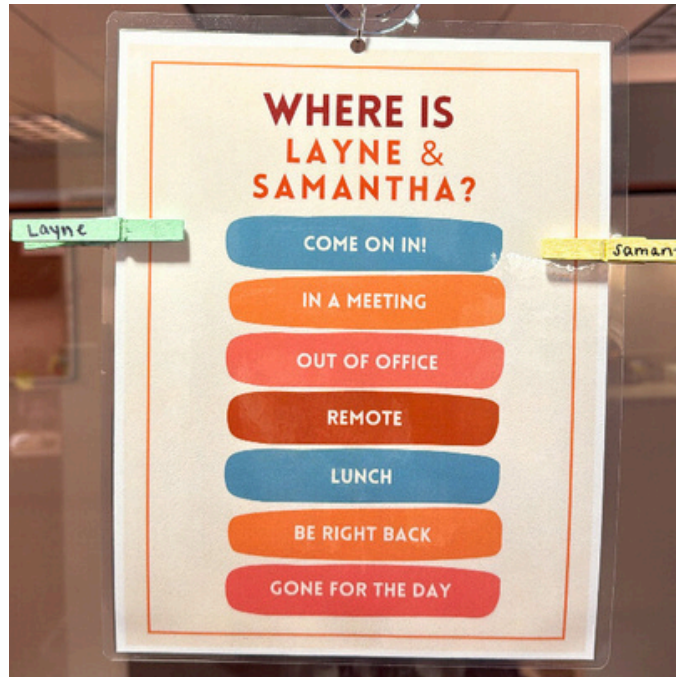
**MAKE SURE TO CONTACT  
LAYNE FOR ANYTHING YOU  
NEED DURING THAT TIME  
PERIOD (IM RESIDENTS)**

# Where to Find Us

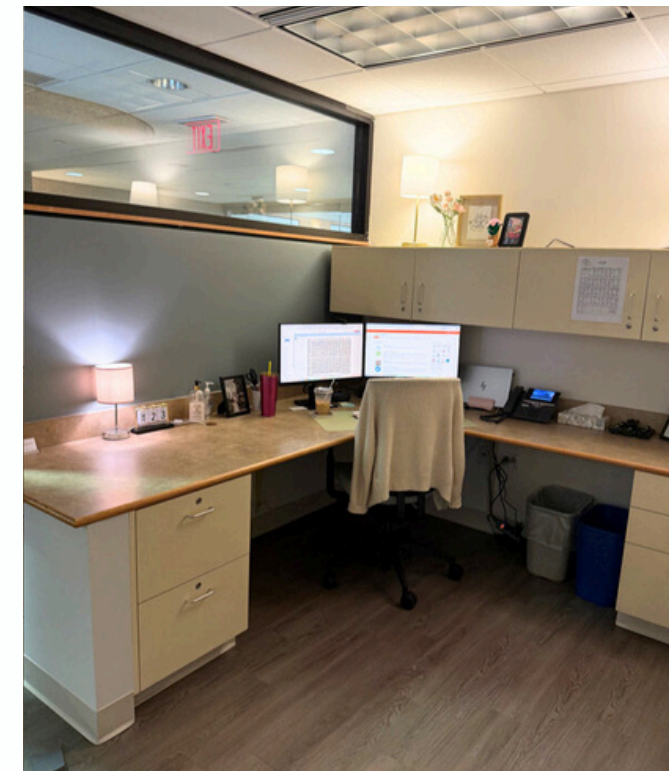
## LAYNE & SAMANTHA'S SPACE

55 ARCH STREET

DEPARTMENT OF MEDICINE - 1A



You have a mailbox in this space! Different from IMC "box"



# Where to Find Us

## SHELBY'S OFFICE

55 ARCH STREET

DEPARTMENT OF MEDICAL EDUCATION

SUITE G4



Save The Date

## Akron Rubber Ducks Game

Thursday, August 6<sup>th</sup> at 6:30pm

Need to RSVP by July 23rd

\$5 per guest

RSVP via the QR Code!

Flyer is in your folder :)

SUMMA IM RESIDENCY  
INVITES YOU TO JOIN US  
AT THE BALLPARK!



The flyer features a central graphic of a blue baseball bat with a white diamond-shaped center. Inside the diamond, the Akron Rubber Ducks logo is at the top, followed by "AKRON RUBBER DUCKS" in a stylized font. Below that is "VS" and "SOMERSET PATRIOTS". The background is light beige with red stitching patterns on the sides.

AKRON  
**RUBBER DUCKS**

**VS**

SOMERSET  
PATRIOTS

THURSDAY, AUGUST 6TH @ 6:30PM

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**7 17 CREDIT UNION PARK**

300 SOUTH MAIN STREET, AKRON, OH 44308

 Summa Health.  
Internal Medicine  
Residency

 ONLY \$5 TO  
JOIN THE FUN!



**RSVP by July 23**

# Save The Date

## Top Golf

Tuesday, September 29th at 7pm

Apps included!

\$10 per person (1 guest allowed)

RSVP via the QR Code

Flyer is in your folder :)

SUMMA INTERNAL MEDICINE RESIDENCY  
INVITES RESIDENTS & FACULTY TO JOIN US  
AS WE SWING INTO FALL!

# COME PAR-TEE WITH US!

## SEPTEMBER 29TH

7:00 - 9:00 pm

**TopGolf**

600 Swartz Rd.

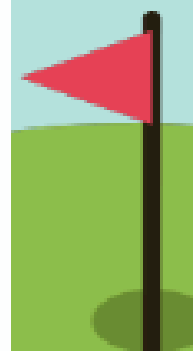
Akron, OH 44319

*Tasty appetizers and  
good company included!*

Only \$10 to join the  
fun and one guest is  
welcome for just \$10  
more!



Fill out this form to  
RSVP



Questions?  
Please reach out to Layne  
crowl@summahealth.org  
(330) 814-1576



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# On-Going Tasks



- Check Summa email daily
  - Complete & stay up to date on HealthStreams
  - Duty Hours (ICU/CCU)
  - Submit expense reimbursements asap
  - Submit 2 attending's names each month for rotation evaluations
  - Submit any scholarly activity
  - Complete your self-evaluation each fall & spring
  - Meet with your advisor each fall & spring
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# Expectations



## **Be Timely and Responsive**

Check your email often, we will avoid texting if we can. If we do text it will be something urgent/time sensitive

## **Ask Questions**

Coordinators are happy to help explain policies, workflows, and serve as a resource for you!

If you have feedback or suggestions, please let us know as well. :)

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# Expectations



## **We Are On YOUR Team**

Our goal is to assist you and ensure we help provide the best experience possible during your residency

## **Respect & Grace**

We respect each of you and know you live busy AND important lives. We are human just like you and won't always be perfect. Patience, appreciation, & kindness go a long way!

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# Work Phones

- Please keep them on you/accessible and check them regularly
  - Your work phone number will be listed on multiple platforms (ex. New Innovations and QGenda) where other people working at Summa could contact you
- The work phone is intended to provide work/life balance AND protect you legally
- Review the document in your folder regarding best practices



# Education Stipend



PGY	\$\$\$	Date Range
PGY1 <i>(includes PYs and TYs)</i>	\$2000	July 2026-June 2027
PGY2	\$2000	July 2027-June 2028
PGY3	\$2000	July 2028-June 2029

Exam Fees (Step 3/Level 3)

Board Fees

Licensures

Textbooks

Study Guides

Stethoscope/Tools

VISA Fees

Conferences

Technology

*(up to \$1000 & can only be used once during residency-laptop/tablet-no phone)*

We will be sending out more specific information about this next week! You will also find a Stipend "Cheat Sheet" in your folder

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# Expense Reporting

## SUBMITTING FOR REIMBURSEMENT

**Send your coordinator an email that includes:**



Receipt or invoice of purchase

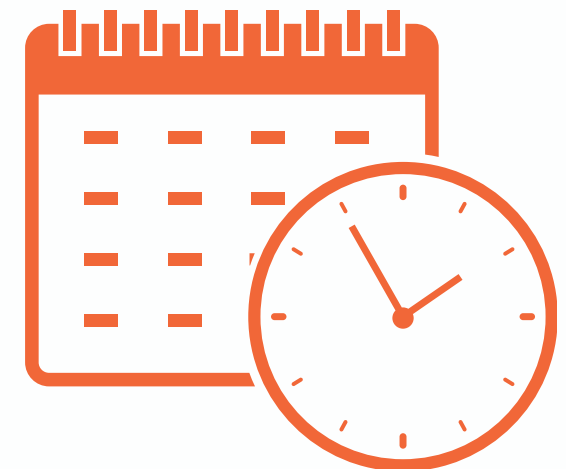
- Receipt/invoice should include:
  - Itemized breakdown (subtotal, tax, shipping, total)
  - Payment Confirmation (e.g., "Paid with Visa \*\*\*\*1234")
  - Your name



Date of transaction



Company/vendor name of purchase



*All receipts must be submitted within **30 days** of purchase*

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# Conference Presentation Support

**FOR AY 2026-2027 & BEYOND**

## **Additional funding is available for 1<sup>st</sup> & 2<sup>nd</sup> authors on posters or presentations at conferences**

- To access this fund, we have to submit a short application to Medical Education
- \$1000 for posters
- \$1500 for presentations
- Can only be used **ONCE** during a 3 year residency
  - Can still use your education stipend to fund attending a conference
- Only one 1<sup>st</sup> or 2<sup>nd</sup> author can use the funding if there is multiple residents or fellows on the poster/presentation



*All receipts must be submitted within **30 days** of purchase ideally send these in within **15 days** of returning from travel*

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# Conference Presentation Support

**FOR AY 2026-2027 & BEYOND**

## The additional funds can cover:

- Airfare or car milage costs
- Housing costs up to \$500
- Per diem (typically \$50 per day) for up to 3 days
  - Alcohol is NOT covered
- Registration

*\*you're welcome to use your education stipend to cover any remaining costs not covered by the additional funding*



*All receipts must be submitted within **30 days** of purchase ideally send these in within **15 days** of returning from travel*

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Heads Up

**MKSAP**

(only categorical-3 years)

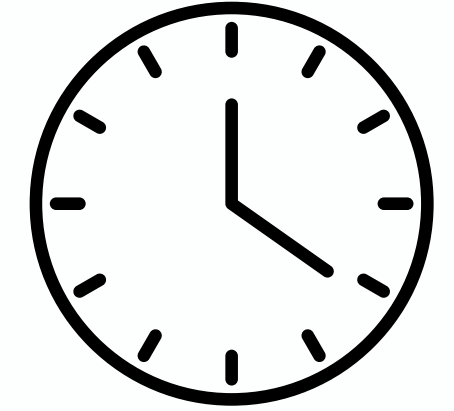
**ACP Membership**

(everyone-every year)

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# Work Hours



- Must submit duty hours when on:
    - ICU
    - CCU
  - **Everyone** submits duty hours regardless of rotation:
    - July
    - February
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# Why Are Work Hours Important?

 **Patient Safety Comes First**

 **Your Well-Being Matters**

 **You're Here to Learn**

 **It Keeps Things Fair**

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# Why Are Duty Hours Important?



## **We're Required to Track Them**

Our program is accredited by the ACGME, and part of that is showing that we're following the rules. If we don't track duty hours—or if we exceed the limits—it could affect our ability to train residents in the future.

We are looking out for you,  
we promise. :)

Please be timely and honest.

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# Work Hours



Log a shift as one chunk of time, no need to separate out if you switch between things (ex. noon conference, IMC to then working at your rotation)

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# Step 3 & Level 3



- Each of you are expected to **TAKE** step 3/level 3 during your PGY1
    - Not required to pass your PGY1
    - Will need to pass it to be able to promote to a PGY3
      - Needs to be done with enough time for the score to be in before contract renewal
      - Make sure you are signed up for an exam date by end of December (can have the test date after Dec)
  - Do not schedule it during ICU/CCU - aim for an elective month
  - See document in your folder regarding this - we will email out more too!
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# Retreat Tomorrow

## **Intern Retreat**

*(all IM PGY1s, prelim, & TYs)*

Information was emailed out regarding this!

Shady Hollow Lodge

12-5(ish)pm - can start arriving after 12pm

We won't get started until 12:20/12:30pm

Lunch provided

Cell service is spotty here fyi



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# Please Reach Out

Don't be a stranger!

We love getting to know you and be a part of your journey.

We are here for YOU - if you need anything or not sure, please ask and we will either have the information or can figure out where to find the info :)





# Pecos Application

- Copy in your folder to reference while doing the application online
- Please review and make sure all information is correct

If we have issues with the online platform, we will pivot to paper form

## **VISA HOLDERS**

*If we do not have your SSN yet, we will wait to submit until we have it*

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Questions?

**THANK YOU!**

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