



College of Public Health

New Employee Handbook



www.unmc.edu/publichealth

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1. Welcome to the College of Public Health

Welcome! We are pleased to have you join UNMC and the College of Public Health. This is an exciting period of growth and development for the college and we look forward to the positive contributions you will make to our research and teaching endeavors.

2. Purpose of this Manual

This manual was developed to assist you as you begin your career with UNMC. This manual was created with the help of faculty and staff in the College of Public Health and is intended to be a guide to conducting research and teaching activities within UNMC and the College of Public Health. We encourage you to ask questions if you need further information and to voice concerns related to any of the topics in the following Departments/Centers.

3. College Organization and Structure

The College of Public Health is comprised of five departments:

- (Biostatistics
- Environmental
- Agricultural, and Occupational Health
- Epidemiology
- Health Services Research and Administration
- Health Promotion, Social, and Behavioral Health)

Seven Board of Regents approved centers

- Biosecurity, Biopreparedness, & Emerging Infectious Diseases
- Collaboration on Research Design and Analysis (CCORDA)
- Environmental Health and Toxicology
- Global Health and Development
- Health Policy
- Health Policy Analysis and Rural Health Research
- Reducing Health Disparities,

And 3 College Centers

- Rural Health Education Network,
- Central States Center for Agricultural Safety and Health (CS-CASH),
- The Great Plains Public Health Training Center

The mission of the University of Nebraska Medical Center is to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care. We strive to be a regional and national leader in the education of primary care health professionals, in the application of information technology to health care, and in research and clinical services related to cancer, transplantation, neurosciences, cardiovascular disease, genetics, rural health and other major areas of healthcare need. The College of Public Health supports the UNMC mission as well as campus policies and procedures.

Department of Biostatistics

The Department of Biostatistics teaches quantitative science and provides short term and long term collaborations with researchers on campus and collaborators elsewhere. Biostatisticians assist with the design, conduct, analysis and reporting of basic science, clinical, and population-based research. The Department Chair is Dr. Jane Meza. The Vice-Chair is Dr. Kendra Schmid.

Department of Environmental, Agricultural, and Occupational Health

The Environmental, Agricultural & Occupational Health Sciences Department promotes public health through a variety of teaching and research activities. The Department Chair is Dr. Eleanor Rogan.

Department of Epidemiology

The Department of Epidemiology promotes public health through a variety of teaching and research activities. They are involved in issues such as risk factor identification and reduction, psychosocial aspects of health and wellness, and community and societal issues that impact on public health. The Interim Department Chair is Dr. Amr Soliman. The Vice-Chair is Dr. Shinobu Watanabe-Galloway.

Department of Health Promotion, Social and Behavioral Health

The Department of Health Promotion, Social, & Behavioral Health promotes public health through a variety of teaching and research activities. The Department Chair is Dr. Paul Estabrooks.

Department of Health Services Research and Administration

The Department of Health Services Research & Administration Department promotes interdisciplinary research to investigate and plan for policy relevant to the delivery of health services. The Department Chair is Dr. Li-Wu Chen.

Center for Biosecurity and Bio-preparedness and Emerging Infectious Diseases

The CBBEID is focused on activities directed toward preparedness for public health emergencies, as well as related traditional academic and community activities in the fields of preparedness and infectious diseases. This Center provides coordination and support for the interdisciplinary activities of research, education (both graduate and continuing education) and all-hazards preparedness planning in Nebraska and on regional and national levels. The Directors are Dr.'s Philip W. Smith and Sharon Medcalf.

Center for Collaboration on Research Design & Analysis

The Center for Collaboration on Research Design and Analysis (CCORDA) seeks to advance clinical, basic, and translational research and public health research at UNMC and in the community and region. The Director is Dr. Fang Yu

Center for Environmental Health & Toxicology

The mission of the University of Nebraska Center for Environmental Health and Toxicology is to develop and coordinate collaborative intercampus, interdisciplinary research programs, outreach and other services that address critical issues in environmental health and toxicology. Center for Health Policy Analysis and Rural Health Research. The Director is Dr. Alan Kolok.

Center for Health Policy Analysis and Rural Health Research

Center for Health Policy Analysis and Rural Health Research lead research teams that study how health care and public services are financed, organized, and delivered and how public policies affect the health and well-being of both rural and urban populations. The Director is Dr. Li Wu Chen.

Center for Reducing Health Disparities

To become a nationally-recognized Center of Excellence for promoting health equity through quality research, education, and community engagement. To promote equity and social justice in health and health care by leading collaborative efforts to generate and disseminate evidence-based, policy-relevant solutions. The Director is Dr. Dejun Su.

Health Policy Analysis and Rural Health Research

Faculty members in the Center for Health Policy Analysis and Rural Health Research lead research teams that study how health care and public services are financed, organized, and delivered and how public policies affect the health and well-being of both rural and urban populations.

Rural Health Education Network

RHEN plays a crucial role in addressing health care workforce shortages in rural Nebraska. This is accomplished through partnerships with rural communities, primary health care providers, and Nebraska's Area Health Education Centers. Since the program's inception, RHEN has built successful programs that have developed a cadre of health care professionals serving rural Nebraska. The Director of the Center is Dr. Patrik Johansson.

Central States Center for Agricultural Safety and Health (CS-CASH)

Our Central States Center for Agricultural Safety and Health (CS-CASH) serves a seven-state region including North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, and Missouri. We collaborate with our neighboring Centers, based out of Colorado, Iowa, Minnesota, Wisconsin and Texas. CS-CASH focuses primarily on respiratory disease research, injury surveillance, hearing protection, educational needs of farmers, including non-traditional farmers, their family members, and workers. Our goal is to serve the farming community by discovering causes of injury and illness, and communicating information about prevention in ways that reaches as many farmers as possible.

MPH Program

College of Public Health is the administrative home for the Master of Public Health Program. Detailed information on the MPH Program can be found in Section 8: Teaching.

Doctoral Program

More information on each of the Departments, Centers and staff can be found on the College of Public Health website: <http://www.unmc.edu/publichealth>

4. Getting Started

Orientation

UNMC Human Resources provides a required orientation session for all employees. The session lasts one-half day, and breakfast is provided. You will be given the date of your session when you start work. Some of the material covered during orientation includes an overview of the University of Nebraska, employee services, assistance with benefit choices, and a tour of the campus. Some of the information referred to in this manual is also covered at the orientation sessions.

Faculty orientation is separate and is scheduled only once per year (typically September). Faculty members are highly encouraged to attend the orientation sessions held by the Human Resources Office. Contact the department administrator to participate.

Parking

UNMC Parking Services offers parking for all employees. Fees vary according to the lot assigned to you by parking services, and are deducted from your biweekly/monthly wages. The department administrative assistant will assist with obtaining a parking space when you complete your new hire paperwork or when you begin work. If you need to work after hours, parking is available (without a valid garage permit) after 5:00 p.m. in the employee lot across from the hospital and in the patient parking lot adjacent to the hospital for late meetings or evening courses. Parking in the hospital garages is permitted for clinic or patient visits during normal working hours, but Parking Services must be notified in advance (559-8580). Because vehicle license plates are checked by the Security Office, you should also notify Parking Services if a family member is using one of your cars to park in the hospital garage, in order to avoid receiving a ticket.

ID Badges

Identification badges should be worn at all times while on campus. The ID badges can be acquired in the Student Life Center Building, room 1027

Keys and After Hours Access

Keys to COPH buildings and offices are available from the Security Office and require a key card which will be given to you by the HR Associate or Assistant Dean for Operations & Management. A \$10 deposit is required for keys (cash or check only).

I.D. badges will be programmed to access the exterior doors to the MCPH building. These doors are typically locked between 6:00 p.m. and 7:30 a.m. Not all doors will be accessible to all employees without pre-approval. If you have problems accessing the building after hours, please contact the HR Associate.

The Security Office does walk through the department to assist with lock-up of departmental doors each evening, however doors are frequently left open if employees are still at work. It is requested that any employee working late in the evening or on weekends help ensure the security of departments by locking departmental doors when leaving buildings. Individual office doors, copy rooms, and other doors should all be secured prior to departure of the last person working in the department.

The Security Office will also provide an escort to your vehicle if requested. In addition, they offer various other services free of charge, such as a needed jump start for your car when it decides not to start after a cold winter day in the parking lot. A complete list of services can be found on the Security website at http://info.unmc.edu/security/UNMC%20C_S/services.htm. The Security Office can be contacted at x9-5111.

Telephone

The online telephone directory can be on the CoPH Intranet. The directory includes instructions for using the telephone in the "Telephone Features" section. You must dial *9 to reach an outside line. For on-campus calls, just enter the 5-digit number (for example, *9-*** **). If you will be away from your office for an extended period, you may forward your calls to your staff assistant by following the instructions in the UNMC directory. Personal calls should be kept to a minimum, and university phones should not be used for personal calls where long distance charges would be accrued.

The online telephone directory also includes instructions for setting up voice mail. The default password for audix is **135**. The first time you log into the voicemail system, you will be prompted to change the password to a permanent one. Simply select item number 5, then 4 on the menu list and follow the system instructions. If you have trouble resetting the password, please call ITS at x9-7700.

Inter-campus Mail

UNMC, UNO, and UNL are on an inter-campus mail system, so whenever you have mail for one of these areas, list the name of addressee, and 4 digit code (such as 4350 for the HSRA department zip code) on an inter-campus envelope, and put it in the "out-going" section of the mailboxes. Mail delivery is 3 times per day. Staff assistants pick up and sort the mail each day. If you have special items such as Fed-Ex, they can also go in the normal out-going mail. Priority items should be given to your staff assistant prior to 1:00 PM to ensure that it is sent the same day. The last Fed-Ex pick-up from the campus mail room is 6 PM. Staff assistants can help with any questions or assist with mail and your 4 digit code.

The address for US Mail is:

Department or Center
98****Nebraska Medical Center
Omaha, NE 68198-****

The address for courier delivery (e.g., Fed-Ex) is:

Department or Center
601 S Saddlecreek Road
Omaha, NE 68106-1423

Surveys and Special Projects

Miscellaneous mailings and business reply mail are charged to the Department or Center. However, large mailings for grant projects or other special projects should be charged to the grant project associated with the mailing. For these projects, please complete a Mail Service Requisition (available by the outgoing mail), and include the appropriate cost/center number to charge. The cost/center number can be obtained from your staff assistant who works with Department/Center grants.

For projects that will have business reply mail coming back into the Department/Center, the appropriate cost/center number should be included on the upper left hand corner of the envelope. Please work with Printing Services to include this number when the business reply envelopes are ordered. Mail Services will use the cost/center number to charge the cost directly to the grant. It is also important to include some type of identifier indicating the person who should receive the envelopes as they are returned to the department (e.g., name or initials of person to receive the mail, or name of grant project).

Supplies and Copier

All supplies are in the copy room or other designated area, please see your staff assistant. If there are any necessary items that you cannot locate, contact your staff assistant. Business cards may also be ordered through the staff assistant.

The copier requires an ID code for access. The Department/Center staff assistant will supply the proper code to you. In an effort to save paper and trees, we urge personnel to use the duplex feature (print on both sides of a sheet of paper) whenever possible.

Absences/Holidays

Accumulation of vacation/sick leave time varies with position and years employed. Your accrual rate can be found at <http://www.unmc.edu/hr/NUVALUES/Vacation-Sick%20Leave%20-%20Holiday%20Accrual.pdf>.

Whenever you need to use vacation/sick or other leave, please complete an on-line leave request using the UNMC Firefly site (<https://firefly.nebraska.edu>). An absence slip is not needed when traveling on business.

Listed below are the traditional holidays for which the office is closed. Traditional holidays are normally observed on the day they fall, however if the holiday falls on a Saturday then it will be observed on the preceding Friday. If it falls on a Sunday, then it will be observed on the following Monday.

Traditional Holidays

- New Year's Day - Jan. 1
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Thanksgiving - 4th Thursday in November
- Day after Thanksgiving - 4th Friday in November
- Christmas - December 25

Listed below are the floating/banked holidays for which the office is open. Floating/banked holidays can be taken on the observed day (listed below) or if you work on the holiday, the hours can be used on some future date. If more than 40 hours of floating/banked holiday time is accrued, the floating/banked holiday accumulated hours must be used prior to accrued vacation hours.

Floating/Banked Holidays

- Martin Luther King, Jr. Day - 3rd Monday in January
- President's Day - 3rd Monday in February
- Arbor Day - April 22

Columbus Day - 2nd Monday in Oct
Veteran's Day - November 11

Human Subjects and Other Training

All employees are required to complete mandatory training regarding HIPAA regulations and confidentiality while using University resources. Depending on your job duties, there may be additional training assigned to you. Assigned training can be viewed by entering the UNMC Blackboard using your Outlook ID and password, and looking under "Courses where you are: student". If you experience any problems completing your assigned training, please contact your Department/Center staff assistant.

All investigators, study personnel, and protocol coordinators engaged in human subject research are required to undergo training in the protection of human subjects utilizing the Collaborative IRB Training Initiative (CITI). The human subjects training courses are available on-line at <http://www.unmc.edu/irb/citi.html>

Annual Performance Evaluation

Members of each department and center are reviewed annually (in January/February) by their department chair or center director. Please contact your Department/Center staff assistant for a copy of the faculty review forms or the staff review forms.

Teaching Evaluations

The College of Public Health has a peer teaching review system. At the beginning of each semester, all faculty should enter a listing of the courses they will be teaching, or lectures they will be giving, in the Access teaching database. To place a shortcut to this database on your desktop for convenient reference, highlight the file by right clicking and selecting "copy." Then go out to your desktop, right click and select "paste shortcut" to paste the file onto your desktop. (Warning: Do not select "paste" or you will create a whole new database and your information will not be recorded in the department's teaching database.)

Faculty members should receive two evaluations per academic year: one by a faculty member from within their Department and one from a faculty member outside their Department. All faculty members are also asked to sign up to be peer reviewers for other faculty members during the semester. The review forms can be found in the peer evaluation folder.

A reminder to enter courses and sign up to evaluate courses is sent at the beginning of each semester. Please contact your Department/Center staff assistant for any necessary assistance with the peer teaching review system.

Student Evaluations

All COPH graduate courses will receive online evaluation at the end of each semester by enrolled students. MPH courses will also utilize this evaluation system. Evaluations include: course, lecturer, course specific, and an additional evaluation for MPH courses.

Unless requested by instructor, student evaluation will not be provided for the following courses:

896: Research Other Than Thesis

970: Seminar

998: Special Topics

Faculty will not have access to evaluation data until the system administrator downloads the data and distributes to faculty at the end of each semester after student grades have been assigned.

If a student does not complete the evaluation, the instructor may request that grades be withheld until the evaluation is submitted.

1. Timeline.

- An email encouraging submission of online evaluation for course is sent to enrolled students three weeks prior to end of semester.
- Three weeks are given for student completion of the evaluations, although end date may be extended if needed. Reminders are emailed to students one week prior to end date.
- Grades may be withheld for students who do not complete assigned evaluations. In order to withhold grades:
 - Primary instructor must note on the grade roster which student has not yet completed evaluation and forward to Janet McLaughlin in UNMC Student Services with a note to withhold those grades until further notice.
 - Notification must be sent to CPH Administrator.
 - CPH Administrator will provide student notification that grades are being withheld until evaluation is complete.

2. Reports.

Reports are compiled and given to primary course instructor as soon as possible after student evaluations are complete. Reports are confidential and are not shared with other faculty or staff. Reports are only shared with supervisor(s) and College Administration.

Primary course instructors are responsible for sending guest lecturer evaluations to their guest lecturer, although not required. When primary instructor has many guest lecturers, he/she may request lecturer evaluations throughout semester in order to avoid student confusion with multiple guest lecturers.

Reports include:

- course evaluation
- lecturer evaluation (including guest lecturers if requested by primary course instructor)
- course-specific evaluation (not available for all courses)
- mph evaluation (sent only to students enrolled in MPH program)

Continuing Education

UNMC periodically offers continuing medical education courses for physicians and other health care professionals. Notification of new continuing education courses are sent via email and are also listed in the daily campus newsletter *UNMC Today* (also sent via email).

The College of Public Health regularly coordinates grand rounds and other events. If you are organizing an event that needs to have continuing education credits available for participants, please talk with your staff assistant regarding guidelines and inclusion of your event under the Department or Center's offerings.

More information on continuing educational courses is provided on the Center for Continuing Education website which can be accessed from info.unmc.edu.

Journals and the McGoogan Library of Medicine

The McGoogan Library of Medicine is located on the 6th-8th floors of Wittson Hall. McGoogan Library offers weekly tours for both newcomers and longtime UNMC employees. Tours take place each Friday at 11 a.m. For more information, contact Teresa Hartman at 559-7075.

The website for the library is www.unmc.edu/library. The website includes an online library catalog as well as online access to electronic journals. If you want a copy of a particular journal article, enter the journal title in the library catalog search page (<http://helix.unmc.edu/>), which will then lead you to the online copy of the journal (if access through UNMC is granted). The journal page can then be searched for the particular publication of interest. Alternatively, electronic copies of journal articles are often automatically linked to MedLine searches through PubMed (if UNMC subscriptions are held). Your staff assistant can photocopy journal articles that are not available online or request a copy from inter-library loan if needed. You will need to have your ID badge present when visiting the library.

Online resources:

www.jstor.org (electronic access to many statistics journals – published prior to 2000)

<http://www1.tdnet.com/frames.asp> (McGoogan Library of Medicine Electronic Journals Browser)

<http://helix.unmc.edu/> (McGoogan Library of Medicine online catalog)

http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?holding=uneplib_fft Medline via PubMed

<http://www.unmc.edu/library/>

<http://www.statindex.org/CIS/query/> (Current Index to Statistics)

<http://www.ingentaconnect.com/> (general academic publications, automatic table of contents notification, notification of published articles based on key word search)

5. Information Technology

Policies

All information system policies contained herein are secondary to published University policies and procedures including (but not limited to) Executive Memorandum No. 16, and UNMC policies 6045, and 6051.

Access

Access to all COPH Information Technology (IT) resources, including computers, printers and other peripheral devices, and PDAs is provided at the discretion of Department chairs and Center directors. Unauthorized access to information systems is prohibited.

Passwords

Access to all information systems should require a password. Nobody should use the user ID or password of another; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs.

Appropriate use

Misuse of COPH information systems is prohibited. Misuse includes attempting to modify or remove computer hardware or software without appropriate authorization, accessing computer hardware, software, or systems without proper authorization, sending fraudulent electronic communication, using information systems for any illegal or unauthorized purpose, using College information systems to handle obscene materials; and, downloading or posting illegal, proprietary or damaging material. A more complete description of information system misuses can be found in UNMC Policy No. 6051 "Computer Use and Electronic Information Security Policy", section C.

Information Use

Protected Health Information (PHI) is individually identifiable health information. Department chairs and Center directors determine what information entrusted to their department is private and/or confidential. They are also responsible for protecting that information. Additional information on handling confidential information can be found in UNMC policy number 6045 "Privacy, Confidentiality and Information Security Policy".

Email Use

See "Appropriate use" above.

Reporting computer problems

We have established an Outlook email address to simplify getting computing support in the College of Public Health. When you have hardware, software, or networking issue, you can simply send a note to cophit@unmc.edu.

Computing issues and questions within the College of Public Health should be referred to the COPH Information Technology staff.

Software

Office software: MS Office

Statistical analysis software: SAS, SPSS, S-Plus, SUDAAN, and other specialized packages

Mathematical software: Maple

Sample size software: STPLAN, PASS, EAST (maybe)

TEX: Contact the CoPH IT Department to install on your machine.

Security software: The CoPH IT Department has CD copies of the most recent Windows updates as well as security updates that can be taken home and installed on your home machines.

Contact the CoPH IT Department if you need software not currently owned by the Department/Center.

E-mail

The University uses Outlook. The CoPH IT Department will set up your Microsoft Outlook account. You may give your staff assistant access to your calendar for ease of scheduling meetings, but this is not required.

Off-campus access to Outlook is available from the website <https://secure.unmc.edu>. Access can be gained by using the same Outlook ID and password that is used while on campus.

Email aliases have been generated for various groups:

ALIAS

UNMC COPH
UNMC COPH ALL
UNMC COPH Announce
UNMC COPH Biosecurity &
Biopreparedness
UNMC COPH Biostatistics
UNMC COPH Biostatistics
Faculty

MEMBERS

All COPH on UNMC campus
All associated with COPH on all campuses
All who want to be notified of announcements

All in Department of Biosecurity & Biopreparedness
All in Department of Biostatistics

Department of Biostatistics faculty

UNMC CPH Biostatistics Staff	Department of Biostatistics staff
UNMC CPH Center for Health Disparities	All in Center for Reducing Health Disparities
UNMC CPH EAOH	All in Dept of Environmental, Agricultural, & Occupational Health
UNMC CPH Epidemiology	All in Department of Epidemiology
UNMC CPH Epidemiology Faculty	Department of Epidemiology faculty
UNMC CPH Faculty	COPH faculty members
UNMC CPH HPTC	All in Health Professions Tracking Center
UNMC CPH HSRA	All in Dept of Health Services Research & Admin
UNMC CPH MPH	MPH all
UNMC CPH MPH Faculty	MPH faculty
UNMC CPH RHEN	All in Rural Health Education Network

The U: Drive

The U drive **is your own private drive and** should be used to store your work files that do not need to be shared with others (including documents, data, and programs). This drive is backed up nightly. Files stored on your C drive are not routinely backed up, so may be completely lost if a computer failure occurs.

The H: Share Drive

The H drive is used to post material that multiple people can access. Under h:\share you will find folders for each department (e.g., biostats) as well as some specialized folders. While you can visually see all folders, you cannot actually enter them unless you have been granted permission. For example, folders are often created for research projects on which multiple department members are collaborating. The CoPH IT Department can create folders on the H drive and limit access. The H: drive is backed up nightly.

Some commonly used folders on the H drive that you might need to access include:

h:\share\department\support and bios	NIH grant related documents
h:\share\apps\utility\letterhead\word\	Word document templates (dept letterhead, dept FAX cover sheet, COG letterhead, etc.) You can save these as templates on your computer by following the instructions listed in the file named "instructions for saving letterhead files".

Computer Use Guideline – Where do I keep electronic files?

Virtually everything you do on a computer involves the use of electronic files. Word documents, Excel spreadsheets, web pages, SAS programs, datasets, and software itself are all types of electronic files.

- The primary medium for storing files on a computer is a "disk". This includes hard disks and CD's. These are all volatile forms of storage and they will all fail at some time (normally with little or no warning). Further, there is never a convenient time for a disk to fail.
- The only way to keep these failures from being a serious problem is to keep copies of electronic files readily available to use in restoration when a disk (or user) fails.
- The hard drive on your computer is not subject to a routine backup. The drives on the network computer get backed up every night with copies of backups stored in a secure, remote site. Restoration of a mislaid file can usually be accomplished in a few hours or less.

- Most forms of “portable” media (this includes CD-ROMs, zip disks, and “flash” drives) are especially prone to failure.

Therefore, the only safe place to keep an electronic file is on the network.

However, there are some potential exceptions to this rule. But you need to make sure you fully understand those exceptions and their implications before you start keeping important files somewhere other than on the network.

1. Accessing files on your hard drive is faster than accessing files on the network. This is primarily because the “pipe” that network data has to fit through is smaller than the “pipes” inside your computer. For most documents and data files, this isn’t a problem because they are small enough that the acquisition speed isn’t significant. However, for large files, such as census datasets, performance differences can be very apparent.
2. Accessing files on CD’s can be very slow because the physical process of reading the CD is not very fast. If you need to access a CD-based dataset repeatedly (e.g. you are developing an analysis program), this can result in a lot of thumb twiddling time.

In either case, it may be appropriate to put a copy of the large file on your hard drive. However, it is still not appropriate to put the programs that you develop to perform your analyses on the hard drive. Datasets copied from a CD can be re-created when a hard drive fails... programs that you create or documents that you write cannot.

Note that this might impose an additional management burden... the hard drives on our PCs are relatively small... you will not be able to copy every CD-based file you ever use and keep it on your hard drive in perpetuity. When you are done with a very large file (even if only for a few months) remove it from your hard drive... it will generally take only a few minutes to restore the file from the original CD.

Portable Media

Portable media, including diskettes, USB mass storage devices (i.e. “flash drives”), CDs, and laptop computers present a potent threat to information security by virtue of their portability. They sit outside the protection of the University network firewall and they are easily lost and/or stolen. As such, confidential information (including PHI) should never be placed on portable media.

Remote Access

Remote access to a Department or Center computer must receive approval from the Department chair or Center director and from COPH IT administration.

Laptops

Contact cophit@unmc.edu if you would like to borrow one of the laptops owned by the College. The College usually has a spare laptop available for general use.

Printing

The CoPH IT Department will install the printers on your machine. The default printer will normally be the printer closest to your desk.

The College does have color printers/copiers on each floor of the Maurer Center for Public Health. Please limit your use of color printing or copying as the cost per copy is significantly higher than black and white. If you have a large print job, it should be sent to Printing Services rather than creating multiple copies on this printer.

The College urges personnel to try to save paper when possible. In an effort to save paper, when printing Word documents, click on Properties in the upper right hand corner of the print dialog box and select the

Finishing tab. In the Finishing dialog box, you can request that the document be printed using both sides of the paper, or you can request that the document be printed with 2 pages per sheet.

Letterhead

Letterhead, FAX cover sheets, and various other letterhead are available as Word document templates. They can be found on the share drive at h:\share\apps\utility\letterhead\word\. You can save these as templates on your computer by following the instructions listed in the file named "instructions for saving letterhead files".

Useful SAS Macros

A number of SAS macros have been developed or obtained to perform a wide variety of common tasks including drawing Kaplan-Meier curves, conducting log-rank tests, and drawing cumulative incidence curves. Atul Rayamajhi can provide information on these macros. A document describing available macros is currently under construction.

6. Administrative support

Your Department/Center staff assistant can assist with copying, mailing, ordering books, ordering supplies, ordering book shelves/storage, travel arrangements, room scheduling (i.e. conference room, classrooms on campus, etc.), interlibrary loan requests.

Your staff assistant can also help keep your CV updated (please follow the format required for promotion and tenure review, found on the CoPH Intranet).

When writing grants, involve your Department Administrator from the beginning.

Travel

Travel authorizations are necessary for all business travel, whether or not the university (vs. some other institution) is reimbursing the expenses. So unless it's strictly vacation time, you will need to have a travel authorization processed by your staff assistant. This allows for College of Public Health approval for the travel and ensures you have insurance coverage should you need it. Just let your staff assistant know prior to traveling on business and the travel authorization will be processed ("no-cost" travel authorizations are processed whenever another institution or organization is picking up the expense).

All UNMC air travel is to be arranged exclusively through Travel and Transport. Your staff assistant can book the flights. Travel & Transport also has discounted rates for UNMC employees' personal travel. Reimbursement for travel using any other source will not be forthcoming unless prior approval is obtained in advance.

Keep all itemized receipts during travel and give to your staff assistant for reimbursement upon your return. Receipts that are not itemized will only be reimbursed at a maximum of \$4.99. Alcohol will not be reimbursed.

International travel must have prior approval from the Assistant Dean for Operations & Management, the Vice Chancellor for Business & Finance, and the Office on Export Control, which will be obtained by your staff assistant. Work with your Department Administrative Assistant to purchase the required Med-Evac insurance (UNMC travel insurance does not cover international travel).

7. Use of Professional Development Funds

College of Public Health provides professional development funds to "regular" (permanent) employees to advance career/educational goals. Professional development funds can be used to purchase books,

journals, professional memberships, travel to professional meetings, or other research support activities, such as student programming support of methodological research. Contact your Department/Center staff assistant to arrange purchases using your development funds. Please contact the administrator if you have any question regarding whether a particular item is suitable for purchase using your professional development funds. Details can be obtained from your Department Administrator.

8. Teaching

The graduate level courses taught by College of Public Health are listed on the College website at www.unmc.edu/publichealth.

UNMC Academic Calendar

The UNMC academic calendar is posted on the Office of Student Services website (<http://www.unmc.edu/student-services/index.html>).

MPH Program and Contacts

The UNMC Master of Public Health (MPH) program is a specialized professional masters degree program designed to prepare graduates for work in public health. The program currently offers two areas of specialization: public health administration and community health education.

Core courses, consistent with accreditation standards, focus on the areas of knowledge basic to public health. This value-based academic program will emphasize the areas of prevention, scientific knowledge base, interdependency with other areas of knowledge and practice, and social justice. The core courses for the program are listed below.

BIOS 806	Biostatistics I	3 credit hours
EPI 820	Epidemiology Theory & Applications	3 credit hours
ENV 892	Public Health, Environment, & Society	3 credit hours
HSRA 810 / PA 8760	U.S. Health Care System: An Overview	3 credit hours
HED 8600	Health Behavior	3 credit hours

The MPH Program is coordinated by Jessica Tschirren. Additional information and other staff contact information is available on the MPH website at <http://www.unmc.edu/mph/>.

Graduate Faculty Membership

Graduate faculty may teach graduate courses, supervise students enrolled in subdoctoral graduate programs, serve on the final examining committees for these students, and vote on matters presented to the Graduate faculty. The Graduate faculty nomination form and criteria for membership can be obtained from the Graduate Studies homepage at <http://www.unmc.edu/gradstudies/facultystaff.html>. Please consult with your Department Chair prior to submission, and work with your staff assistant for completion and submission of the form.

Graduate Faculty Resources

The Graduate Studies homepage is a good resource for answering both student and faculty questions. The following forms are available on line under "Graduate Faculty Resources" link (<http://www.unmc.edu/gradstudies/facultystaff.html>) :

- Graduate faculty nomination form
- Non-graduate faculty approved to teach graduate students nomination form

Graduate lecturer nomination form
Submission of a new or revised graduate course or deletion of a graduate course form

The following documents are also available online under "Graduate Faculty Resources":

Instructions for submission of a new or revised graduate course
UNMC governance document
Guidelines for good practice in graduate education
Supervisory committee guidelines
Doctoral dissertation and the Ph.D. degree
Student portfolio guidelines and sample portfolio

Graduate Student Advising

Faculty are frequently requested to serve on student advisory committees. Guidelines outlining the responsibility of both faculty and student can be found on the Graduate Studies website at <http://www.unmc.edu/gradstudies/guidelines-for-good-practice.pdf> .

9. Other Useful Information

Frequently Used University Websites

Website	URL Address	ID/Password	Description
Academic Calendar (UNMC)	http://app1.unmc.edu/gradstudies/index.cfm?webtype=graphics&L2_ID=2&CONREF=3		semester calendars; also available from link on MPH Program site (www.unmc.edu/mph)
Blackboard	http://my.unmc.edu	use Outlook ID and password	you will need to use Blackboard to complete some training requirements (see Employee Self-Service site for details); also used for course instruction purposes
Employee Self-Service (UNMC)	ess.unmc.edu	use Outlook ID and password	complete training requirements, submit parking requests, view employee links
Employee Self-Service (personal)	ess.nebraska.edu	ID: M0 + personnel number (no spaces; get personnel # from dept administrator) Password: obtain from Joyce Sikora (you should receive an email from her; if not, call her at 9-5880)	view/change personal information (ie, address/phone, bank allocations, tax withholding information, benefits, leave accrual)
Employee Tuition Remission Program	trp.unl.edu	ID: social security number Password: birthdate	all full-time regular employees are granted up to 15 credits per academic year to allocate for self, spouse, dependents
Faculty Senate	http://info.unmc.edu/facsen/		faculty handbook, bylaws, governance and other helpful information
HIPAA	http://info.unmc.edu/dept/hipaa/index.cfm		HIPAA is the Health Insurance Portability and Accountability Act of 1996. It provides for health insurance portability, standard electronic transactions and code sets, and security and privacy protection. Please use this site to ensure compliance when working with patient data on research projects.
IRB	www.unmc.edu/irb	set your own ID and password when registering for CITI training	use for CITI training (UNMC employees should take the "biomedical" CITI training), forms and instructions for human subject inclusion on grant projects.
ITS	info.unmc.edu/its		security and anti-virus protection for home computers

Website	URL Address	ID/Password	Description
Learning Environment & Internet Services	http://info.unmc.edu/dept/leis/index.cfm		some of the items on this site include blackboard information and classroom instruction
Outlook Web E-mail	unmcnotes.unmc.edu	use Outlook ID and password	Outlook access from remote locations
Policies & Procedures	info.unmc.edu/policy/homepolicy.html		
Sponsored Programs	info.unmc.edu/grants/		grant information: forms, funding agencies, instructions, contact information
Travel & Transport	http://www.tandt.com/ts/unmc/	ID: Outlook email address Password: determined by user	use to book flights and make trip arrangements with UNMC's contracted travel agency (discounts also available for personal travel)
UNMC internet	www.unmc.edu		UNMC home page
UNMC intranet	info.unmc.edu		UNMC employee information, links to campus sites, employee/student discount program on computers, cell phones, rental cars, etc.
University of Nebraska	www.nebraska.edu		University of Nebraska Central Administration

Omaha

If you are not familiar with Omaha, you may find the information contained in the table below a useful place to begin to learn about the city and what it has to offer. All of the sites listed in the table may be found on the UNMC Physical Therapy Education website at <http://www.unmc.edu/physicaltherapy/>. Click on the "About Omaha" link in the left hand column of the front page for access to the links.

Information on Kearney, Lincoln, Scottsbluff and Omaha is also provided on the UNMC Jobs website at <http://jobs.unmc.edu/>.

URL Address	Description
http://www.ci.omaha.ne.us/	This is the City of Omaha's website. It contains information about city government and city services and includes many useful links.

http://www.visitomaha.com	<p>This is the website of the Greater Omaha Convention and Visitors Bureau. It is primarily directed at providing tourist information– local area events, areas of interest, things to see and do and hotel accommodations.</p>
http://www.omahachamber.org/	<p>This is the website of the Greater Omaha Chamber of Commerce website. It contains information on economic development and employment opportunities but also has a link on page one -- "Quality of Life" which transfers the user to a page of very helpful links on a variety of topics such as attractions and activities, newcomer's information, cost of living, housing, health care, child care, and newcomer information.</p>
http://www.omaha.com/	<p>This is the site of Omaha's primary newspaper, The Omaha World-Herald.</p>
http://www.usachurch.com/nebraska/omaha/churches.htm	<p>This website is an online church directory that allows the user to search for Omaha area churches by denomination.</p>
http://www.unmc.edu/5/students/student-services/housing.htm	<p>This is a link to the University of Nebraska Medical Center page on UNMC owned student housing. It also contains links to other sites that provide information on Omaha area housing options.</p>