

## SERVICES AND AMENITIES

**Bookstore.** All faculty are entitled to a 10 percent discount on books, imprinted items, and clothing apparel. Faculty can special order medical books, equipment, and software; general software and computer hardware. All items can be delivered to those sites served by the NEOUCOM courier. *Contact Betty Gowan 330-325-6551, [bwg@neoucom.edu](mailto:bwg@neoucom.edu).*

**Café Clark.** NEOUCOM's Cafeteria, named in memory of Thelma Clark is located in the "A" wing next to the Security entrance. Serving the NEOUCOM community and the general public at large, it offers breakfast, including cooked to order items Monday through Friday. Hours vary in the summer. The Café also offers frequent beverage and breakfast buyers cards and discounted meal tickets are also available for purchase. Basic vending machine service is available 24 hours a day next to the Café, in the "F Atrium and Lower "E" building lounge. A change machine also is available next to the Café. *Contact Marcella Wood 330-325-6852, [mymiller@neoucom.edu](mailto:mymiller@neoucom.edu)*

**Clinical Sciences.** The Office of Clinical Sciences sponsors a Clinical Faculty Rewards program that recognizes faculty for their exemplary contributions to the College. The program provides NEOUCOM Bookstore vouchers for faculty members who give outstanding service to their departments and the college of medicine. In addition, an annual dinner is hosted at NEOUCOM to recognize outstanding faculty identified by their department councils. *Contact Jay Williamson, M.D., 330-325-6588, [jcw@neoucom.edu](mailto:jcw@neoucom.edu).*

**Conference Services.** With the completion of the Ralph Regula Conference Center, and the creation of a Conference Services Department, NEOUCOM has entered a new era in event services. The Center, with more than 26,000 square feet of event space, features top quality on-premises food & beverage services and can accommodate from 10 to 700 guests. Services such as video conferencing, a rentable computer training lab, state of the art audio/video equipment and ample, free parking round out its convenient amenities. The Conference Center is designed to host event ranging from wedding receptions to CME accredited conferences and offers customized event planning, competitively priced services and menus, with staff trained to pay attention to detail. For booking space and event planning, *Contact Marcella Wood 330-325-6852, [mymiller@neoucom.edu](mailto:mymiller@neoucom.edu).*

**Continuing Professional Education.** We are proud to provide excellent continuing medical education activities in a variety of venues and formats for physicians. If you wish to attend a live activity, you can choose from programs held at exciting conference centers across the United States and our campus in northeast Ohio. If you prefer to earn CME credits from the comfort of your home we offer **free** on-line courses, as well as courses available on CD-ROM at a very nominal cost. Whenever possible, faculty are offered discounts on tuition for activities sponsored by NEOUCOM. Faculty development programs also are offered periodically at no charge to participants. Physician faculty who teach medical students or residents can claim Category 2 CME credit on an hour-by-hour basis when reporting the mandatory 100 hours within the two-year reporting time. *Contact Lori Gourley, 330-325-6579, [lgourley@neoucom.edu](mailto:lgourley@neoucom.edu).*

**Faculty Affairs.** The Office of Faculty Affairs is committed to supporting the overall mission and goals of NEOUCOM by providing leadership, guidance and support to all faculty and their departments. Services of the Office include oversight of the faculty appointment, promotion, reappointment and tenure processes; faculty governance documents; faculty awards and honors selection; and committee memberships. New faculty receive a certificate of rank embossed with the NEOUCOM seal and ready for hanging and a faculty patch to assist others in identifying you as a member of the NEOUCOM faculty. Faculty may request additional patches as needed for white coats. *Contact Carol Elliott 330-325-6258, [cfe@neoucom.edu](mailto:cfe@neoucom.edu).*

**Faculty Development** NEOUCOM is unique in that it has a centralized office of faculty development. Formal faculty development activities and resources are designed to help both new and experienced faculty to develop an academic identity and enhance their academic skills needed to improve their effectiveness as teachers, researchers, administrators, educational leaders and scholars. Faculty may choose from multiple venues, such as an academic fellowship, noon teaching talks, group workshops, independent study with CD/DVD's, access to streaming videos of live and archived sessions and individualized assistance with specific presentations/projects. Most activities and resources are free to faculty. Several are accredited through the NEOUCOM Office of

Continuing Professional Development. Information about upcoming and past faculty development opportunities are posted on the Faculty Development Website <http://www.neoucom.edu/audience/faculty/ProfDev/development>. Contact Ellen Whiting, 330-325-6775. [ewhiting@neoucom.edu](mailto:ewhiting@neoucom.edu)

- **MENTOR MATCH.** The Master Teachers Guild supports an environment and a structure for mentoring relationships among faculty within the consortium. Faculty can identify a potential mentor or a faculty member to mentor by submitting a "Mentor" or "Mentee" Profile. To access and download these profiles, go to the NEOUCOM Mentor Match Website <http://www.neoucom.edu/audience/faculty/ProfDev/masterteacher/MentorMatch>  
An electronic submission and mentor/mentee search system is currently being developed. Until it goes live Fall 2007, faculty may submit a paper profile/s and then receive the names and contact information of potential mentors/mentees whose profiles on file match the request. Send profiles and direct questions to Ellen Whiting, Director, Faculty Development, 330-325-6775; FAX 330-325-5903; [ewhiting@neoucom.edu](mailto:ewhiting@neoucom.edu)

**Information Technology.** Information Technology provides a wide variety of services to faculty, including creating new email and DOCS portal accounts, training, consulting and more. NEOUCOM has teamed up with:

- (1) **Dell** to offer you the benefit of participating in the *Dell University Program*. This is great news for you, since the Dell University Program offers award-winning technology, flexible financing options, service and support, and much more. You can place your order online or call a Dell sales representative to assist you with your purchase.
- (2) **Time Warner Cable** to offer you discounted high speed and dialup internet connectivity services.

Contact Coleen Santee 330-325-6236, [csantee@neoucom.edu](mailto:csantee@neoucom.edu)

### **Library – Ocasek Medical Library**

#### **Regular Hours**

Monday-Thursday 7:30 a.m.-1:00 a.m.  
Friday 7:30 a.m.-9:00 p.m.  
Saturday 9:00 a.m.-9:00 p.m.  
Sunday 11:00 a.m.-1:00 a.m.

#### **Summer Hours**

Monday-Thursday 7:30 a.m.-9:00 p.m.  
Friday 7:30 a.m.-5:00 p.m.  
Saturday 8:30 a.m.-5:00 p.m.  
Sunday CLOSED

**Librarian Liaison.** Meetings may be scheduled with reference librarians to discuss all available services within the library and throughout the OhioLINK and Interlibrary lending communities. Arrangements can be made by calling 330-325-6599.

**Library Privileges.** All library services are available to faculty. A current NEOUCOM ID or an affiliated hospital ID and a driver's license are required to register for circulation and remote access privileges.

**Read Distance Education Center (RDEC).** By calling 330-325-6600 for a reservation, the RDEC is available for NEOUCOM academic functions. This center offers Internet access, teleconference capabilities, and an array of technology within a 20-computer station environment. Tours are available by calling 330-325-6600.

**Computer Classroom.** The library classroom for computer and Internet-based instruction may be reserved for class use during scheduled library hours. With resources including 10 workstations, an instructor's station, an LCD projector, a whiteboard, and a networked laser printer, this facility can accommodate up to 20 students (doubling up on computers). To avoid schedule conflicts, reservations for the classroom should be made as early as possible with several week's notification for specialized needs (such as loading software or requiring staff assistance after 4:00 p.m.). Reservations can be made by calling 330-325-6600.

Within the public service area of the library are 20 Internet accessible computers for general NEOUCOM community use. Besides offering an array of Microsoft software, additional health science related material is available on these computers. Currently, the library provides laser printing for single copies. Printing costs continue to be monitored. Please print responsibly.

**Electronic Information Access.** Access is provided to a wide array of electronic systems. NEOLINK (the library's catalog) contains information about locally accessible book, journal, electronic full-text journals, audiovisual, and bibliographic database collections. OhioLINK, the shared catalog of 80 academic institutions in the state of Ohio, provides access to state academic collections. These collections total more than eight million unique records. Many resources are available electronically for immediate access.

In association with OhioLINK, the library provides access to over 80 full-text and citation databases (Biological Abstracts, CancerLit, CINAHL, MEDLINE, PsycINFO, OVID, Science Citation Index, etc.) and over 5,000 full-text electronic journals (journals from Elsevier, Academic Press, Springer-Verlag, ...). Additional OhioLINK information can be found at <http://www.ohiolink.edu>.

**Laptop Computers.** There are 3 laptop computers that circulate to faculty, staff, and graduate students. These may be reserved for 3 days, but longer periods are possible to accommodate faculty attending conferences and making remote presentations. Due to the popularity of laptop computers, please place your reservation as early as possible by calling 330-325-6600.

**Photocopying.** Self-service photocopiers are available at the library during all scheduled hours. Faculty may purchase a photocopy card for \$1.00. Photocopies cost 10¢ per page. Photocopy cards obtained at other institutions will not work at NEOUCOM.

**Interlibrary Loan.** If an item is unavailable from the library, client initiated borrowing is available through OhioLINK. Registered users may request an item located at another OhioLINK academic institution (including affiliated hospital libraries) and have it delivered to a location of choice within 3-5 business days.

Articles should be requested through your local hospital library. The libraries observe all copyright laws and restrictions when filling loan requests.

**Loansome Doc.** Loansome Doc is another service offered through the OORMIC interlibrary loan department. This service can provide electronic document delivery to your desktop for articles not available through our local catalog or the OhioLINK catalog.

**Collection Development.** Over 1,000 new titles are purchased by the library each year; many of these purchases are faculty initiated. If the library's collection does not currently contain sufficient items in support of curricular and research interests, please contact the Assistant Director for Systems and Technical Services by calling 330-325-6616 or email at [bly@neoucom.edu](mailto:bly@neoucom.edu).

**Medical Informatics.** Librarians teach a variety of workshops such as searching MEDLINE and other health sciences databases and assessing the quality of information found on the Internet. Faculty may request specialized instruction tailored for the individual, the department, and the student. In addition, guides to research database searching are available using the library's homepage.

**Archives and Records Retention.** The OORMIC is not responsible for maintaining the NEOUCOM archives and office/departmental/records retention documents. Each office/department is responsible for maintaining its own documents.

**Media Support.** The Office of Media Support provides support to faculty in the preparation of audiovisual materials for lectures, laboratory work and demonstrations. Contact Rey Notareschi 330-325-6796, [rtn@neoucom.edu](mailto:rtn@neoucom.edu).

**Research.** The *OFFICE OF RESEARCH AND SPONSORED PROGRAMS (ORSP)* exists to support a culture of intellectual curiosity and scholarly activity on the campus and consortium. The ORSP advises and assists members of the NEOUCOM Community who are engaged in scholarly and creative activities. ORSP provides information, services and support above and beyond what is available from traditional departmental sources, so that members of the NEOUCOM Community may in times of need and opportunity compete successfully for outside funding to conduct scientific, educational and clinical research. In accomplishing this mission, ORSP ensures accountability, compliance and stewardship for sponsored programs as directed by the values of the office and by all applicable Federal, State, and University policies, procedures and regulations.

We hope to encourage and support scholarship both by providing internal funds to help faculty members launch research projects and also by providing support for faculty members seeking external funding of research efforts. Contact *Walter Horton, Ph.D.* 330-325-6290, [wehj@neoucom.edu](mailto:wehj@neoucom.edu)

The *DEPARTMENT OF COMMUNITY HEALTH SCIENCES* has Offices in Addiction Medicine and Prevention, Biostatistics, Geriatric Medicine/Gerontology, Palliative Care, Public Health Practice and a core of faculty skilled in research methods and community medicine. It is also home to the Design, Measurement and Evaluation (DME) group, which is available for consultation in:

- research design, measurement and analysis;
- critical appraisal of clinical literature;
- evidence-based medicine; and
- data processing and analysis.

Contact *C. William Keck, M.D.*, 330-325-6177, [cwk@neoucom.edu](mailto:cwk@neoucom.edu) .