

PRIOR TO ROTATION: Frequently Asked Questions for Short-term Trainee Appointment

“Short-term” refers to trainees that are based at another institution and are rotating at MD Anderson for approximately four weeks up to one semester.

This document is intended to answer common questions that may arise before your clinical rotation at UT MD Anderson Cancer Center.

Required Documents

IMMUNIZATION COMPLIANCE

What are the requirements for immunization compliance?

- Immunization compliance is completed through CastleBranch, an online service that is utilized by Employee Health where a payment of \$29.99 plus a \$2.99 processing fee (\$32.98 total) is required. **Please note that this will need to be completed even if you have already obtained clearance from your current institution.** You will need to upload your documents into CastleBranch. Your immunization documents must be received and identified as “Compliant” by CastleBranch at least 10 days before your orientation start date.

The immunization requirements are listed below:

- Varicella (Chicken Pox):
 - 2 vaccinations
 - Positive antibody titer (lab report required)
 - Medical documentation of history of Chicken Pox
- PPD TB Skin Test or IGRA TB Blood Test (QuantiFERON TB Gold or T-Spot):
 - Negative PPD skin test administered within 6 months of the order date
 - Test **MUST** be read 48-72 hours after placement
 - Must include BOTH placed and read dates
 - Negative IGRA Blood Test within 6 months of order date
 - If testing is Positive, ALL of the following are required:
 - Positive PPD skin test OR Positive IGRA Blood Test
 - Negative chest x-ray dated on or after the positive PPD skin test result or positive IGRA Blood Test (lab reports required)

Questions regarding immunization requirements should be directed to MD Anderson's Employee Health and Well-Being department at EHOccHealth@mdanderson.org.

Finding Your Way Around

ACADEMIC AND VISA ADMINISTRATION (AVA)

What is the contact information/location for the Visa Administration-Trainee Office that is needed for my Trainee Orientation?

- The contact information for the Office of Visa Administration is listed below;

Office of Visa Administration - Trainees
The University of Texas MD Anderson Cancer Center
1MC17.3439 (SB Elevator), Unit 1723
7007 Bertner Avenue
Houston, TX 77030
Email: visa@mdanderson.org
Telephone: 713-745-7170
Fax: 713-792-7895
Office Hours: Monday-Friday 8:00 AM - 5:00 PM

PARKING INFO

Where can I park on my first day?

- MD Anderson Cancer Center Mid Campus Building 1 (1 MC) is located at 7007 Bertner Ave where a parking garage is available with hourly visitor parking. The parking garage contains a sky bridge that connects to the building on Floor 3. From there, you will find the SB (South Bound) elevators that you can use to proceed to the 17th floor to Academic and Visa Administration.

Do I need to go to the parking office the first day of my rotation?

- Parking can only be requested **after check-in**. Contact information is provided below;
Location: Pressler Garage, PGA4.2000
Phone: 713-563-7275
Email: parking@mdanderson.org
Office hours: 6 a.m. to 6 p.m., Monday through Friday

Where can I find parking and/or shuttle information?

- Parking and shuttle information will be provided to you at your orientation with AVA-Trainee. Please note that when requesting parking, it is recommended that you obtain parking close to your building since Employee Shuttles do not start running until 7:30 a.m.

MD ANDERSON CAMPUS

How do I get around MD Anderson's campus?

- Trainees at MD Anderson can ride the shuttle to get to and from buildings or other work related activities. Upon boarding the shuttle, **all trainees must show their ID badges**. Shuttle routes and schedules can be found at the main entrance of MDACC buildings. Additionally, routes are provided at the end of this document.

How do I find my way around MD Anderson campus?

- The wayfinding system at MDACC can be accessed using the following link;
<http://access.mdanderson.org/>

Additionally, a campus map is provided at the end of this document.

Miscellaneous

HOUSING

Where can I stay while in Houston?

To assist with the location of temporary housing, MD Anderson provides the following list of websites for private companies that provide short-term housing. MD Anderson does not recommend or endorse these companies but simply provides this list for informational purposes only since other trainees have found these resources to be helpful in the past in connection with their search for temporary housing.

- rotatingroom.com
- <https://www.airbnb.com/s/Houston--TX>
- <http://tempstay.com/>

GYM ACCESS

Where can I obtain gym access?

- MD Anderson fitness center facilities are not available for use by short term trainees, however; the UT Recreation Center offers gym membership to Texas Medical Center trainees at a modest fee. More information can be found on their website:
<https://www.uth.edu/recreation-center/>

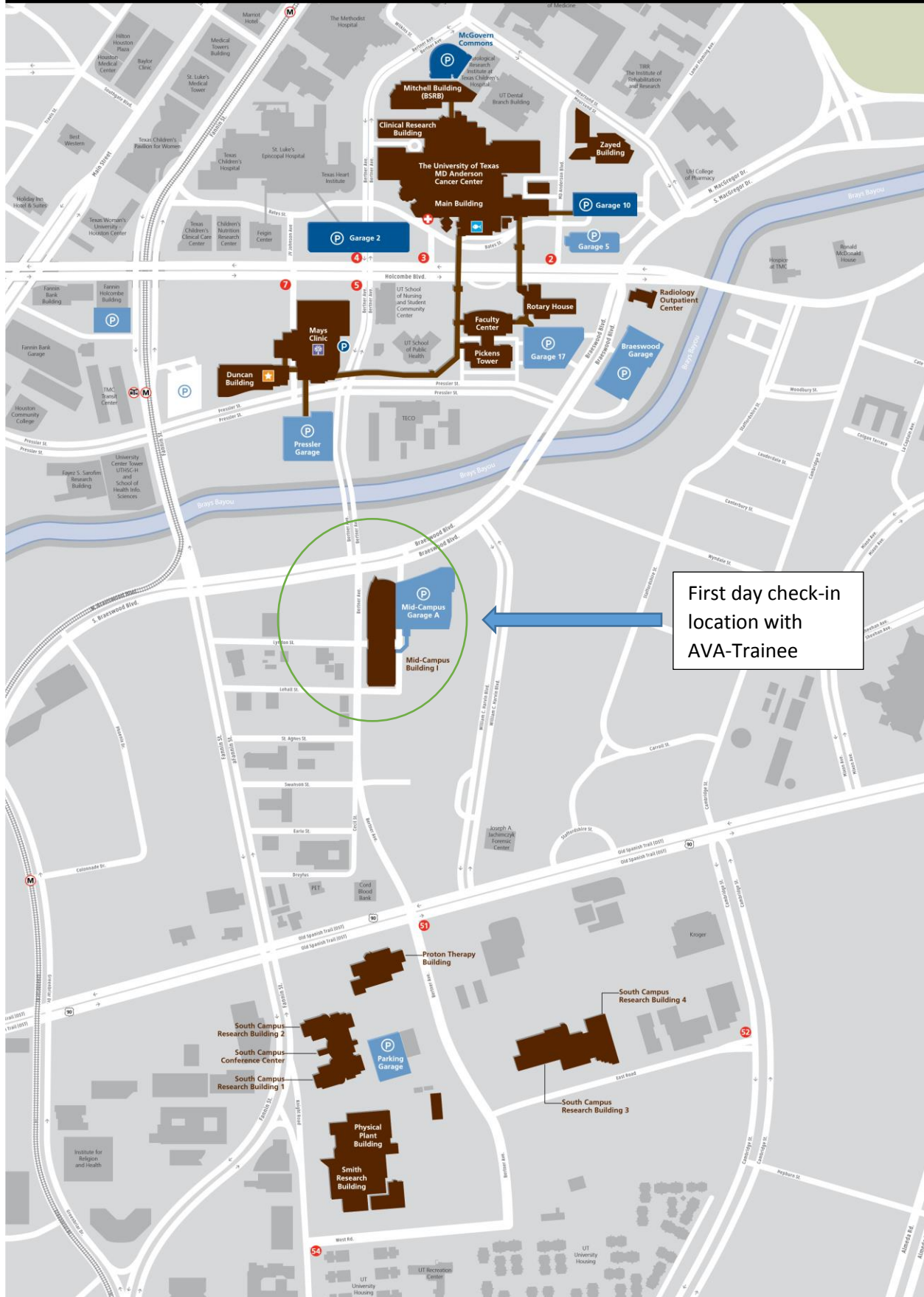
ENTERTAINMENT

What kinds of things are there to do in the Houston area?

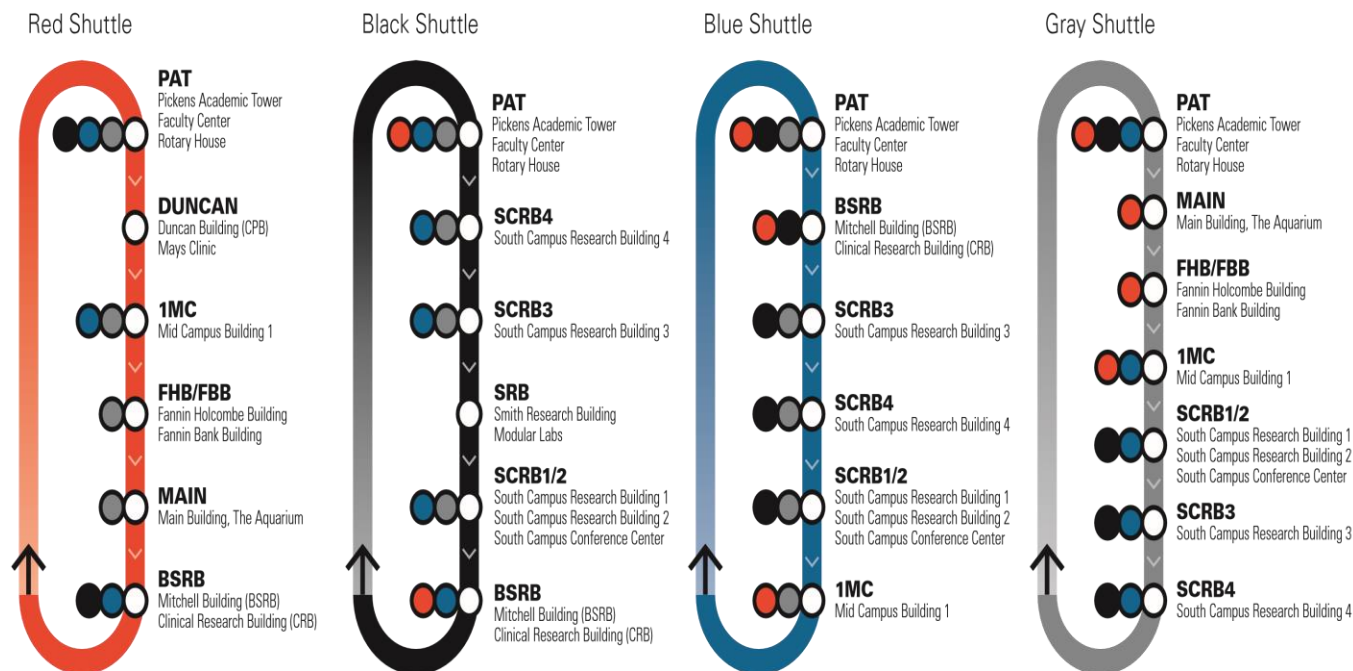
- A list of events and attractions in the Houston area can be found on the following website; <http://www.visithoustontexas.com/>

MD Anderson Campus Map

Produced by Wayfinding Services
Updated September 2013



Employee Shuttle Guide



MD Anderson Buildings, Location Codes and Shuttle Routes

