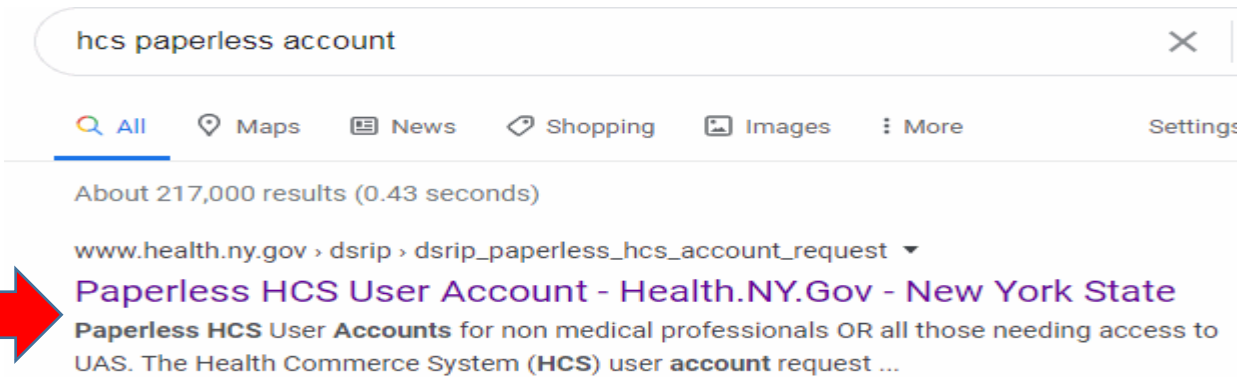


## GENERAL INFORMATION FOR ALL STAFF WORKING AT THE STATE Research and Development (R&D) POD

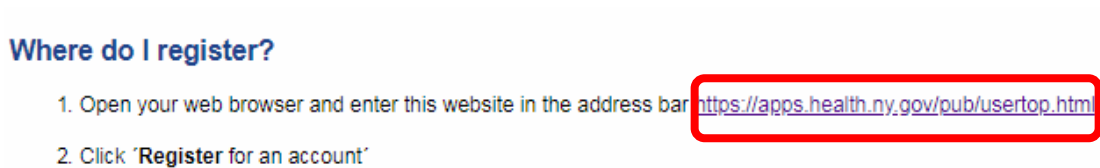
1. Refer to the Map and Directions on Page 3.
2. Please arrive on time **(30 minutes prior to shift)** and ready to work.
3. Go through the temperature screening kiosk
4. Sign in and out to document attendance and be compensated.
5. Dress comfortably BUT professionally
  - a. No ripped jeans
  - b. PLEASE bring and WEAR your ID badge
  - c. You are working in a warehouse, it's CHILLY, wear layers
  - d. Follow all safety guidelines of the site Safety Officer
  - e. Please park in the STAFF designated parking lot.
  - f. Food and water is provided.
6. You will need SPECIAL access to the STATE electronic medical record.
  - a. Please follow the directions on Page 2-3 to create an HCS account
  - b. Please be responsive to the emails you receive after you create this account.
  - c. HCS and CDMS access is CRITICAL for working at R&D
7. NYSDOH is requiring all POD Staff with access to protected health information to complete the following training and pass the associated attestation quiz. [Privacy and Security of Health Information in New York State](#)
  - a. Please send completed training to Vaccine POD Staffing email: [Vaccine\\_Pod\\_Staffing@stonybrookmedicine.edu](mailto:Vaccine_Pod_Staffing@stonybrookmedicine.edu)
  - b. This training is required for all roles
6. IF you are a vaccinator or medical consultant you MUST have an up to date BLS card. Attached is a link to an on-line training. <https://promedcert.com/cpr-certification>
  - a. You MAY not be in the vaccinator role without an active BLS card.
  - b. Please send completed training to Vaccine POD staffing email: [Vaccine\\_Pod\\_Staffing@stonybrookmedicine.edu](mailto:Vaccine_Pod_Staffing@stonybrookmedicine.edu)
7. ALL Vaccinators MUST complete the NYS DOH vaccination training PRIOR to your shift. <https://covid19vaccine.health.ny.gov/vaccination-training>
  - a. STUDENTS (3<sup>rd</sup> and 4<sup>th</sup> year med students, 4<sup>th</sup> year dental students, senior nursing students) MUST complete this training AND a skills checklist on file from your faculty member
  - b. Paramedics/LPNs MUST complete this training AND have a skills checklist on file from your supervisor
  - c. Exemptions to this training RNs, MDs (Residents/Attendings), NPs, PAs
  - d. Please send completed training to Vaccine POD staffing email: [Vaccine\\_Pod\\_Staffing@stonybrookmedicine.edu](mailto:Vaccine_Pod_Staffing@stonybrookmedicine.edu)
8. While there is a location to keep your belongings, it's a shared, unlocked but private space. Please don't bring anything valuable into the site.
9. There will always be a clinical POD leader on site. Any questions or concerns while at the POD, please speak with the POD leader.
10. PLEASE refer to the EXTRANET site for final POD schedules [https://extranet.stonybrookmedicine.edu/vaccination\\_pod\\_schedule](https://extranet.stonybrookmedicine.edu/vaccination_pod_schedule)
11. PLEASE refer to the extranet site for any POD changes due to cancellations (due to lack of vaccine or weather events). This will be the primary means of communication. [https://extranet.stonybrookmedicine.edu/vaccination\\_pod\\_schedule](https://extranet.stonybrookmedicine.edu/vaccination_pod_schedule)

## *Instructions on how to acquire an HCS username*

1. Please use Google Chrome and search “paperless HCS account” –
2. Choose the first website that Chrome recommends:

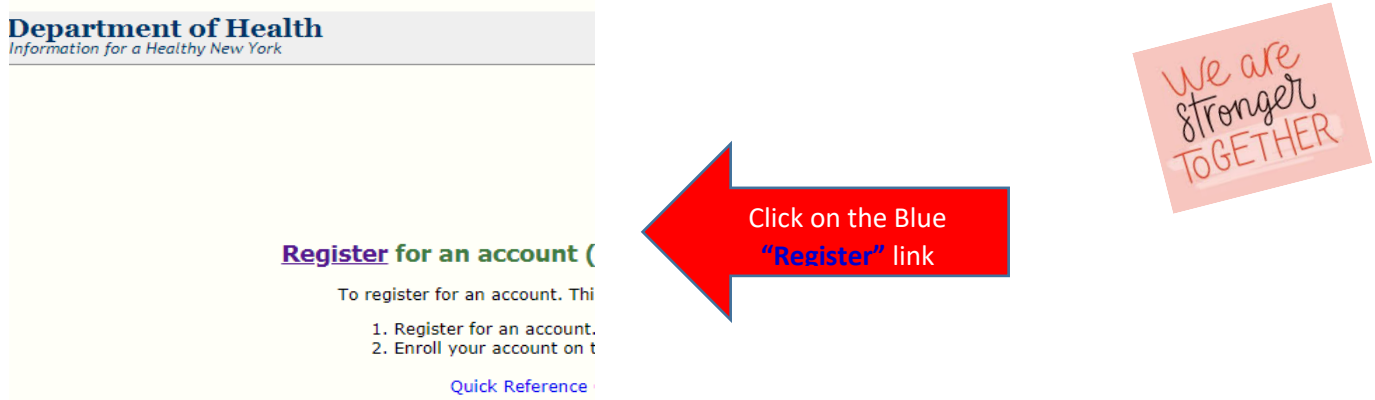


Next, select the link under the heading, “Where do I register”



Choose the link: <https://apps.health.ny.gov/pub/usertop.html>

Next, select “Register” this will be in blue letters and you will be on this page:



Next, Please fill out the following page, you will be on the HCS password management page: (see photo below)

## HCS Password Management System

### Register for an Account

Page 1 of 4 - User and Account Use Information

Account Use Details

Account Type: HCS

Name

ⓘ First Name must match your Photo ID

\* First Name:

\* Middle Name:

ⓘ Last Name must match your Photo ID

\* Last Name:

Address

\* Address Line 1:

\* Address Line 2:

\* Country: UNITED STATES

\* City:

\* State: NY ▾

\* Postal Code:

\* Email:

Very important to note:

- Your username must be 8 characters or less.
- Please make sure your name is spelled exactly as it is on your DMV license
- Please use the zip code that is currently listed with DMV
- Please use your Stony Brook Medicine email only.

*At this time, after submitting, please email*

*[Kristin.gray@stonybrookmedicine.edu](mailto:Kristin.gray@stonybrookmedicine.edu) –Please make sure to have the following information ready to provide in the body of the email:*

- *9 digit Driver's license number \* if you do not have a NY driver's license please make sure to let me know and indicate what state your license is from*
- *Zip code*
- *Date of Birth*
- *Username you created for HCS*
- *Contact number*
- *If you have a medical license, please be sure to include \*\*\**



- Also important to remember, please log on to this site once every 30 days to remain in an “Active” status
- Please save your usernames and passwords in your phones in the event you need to log on from home
- For password resets/unlocking accounts: 1-866-529-1890-NYS Acct Mgmt. Unit

# Stony Brook University Research and Development

Vaccines are administered at **Stony Brook University Research and Development** Campus, located at **Development Drive**, Stony Brook. Enter the Stony Brook University Research and Development Campus and make the first right into the STAFF parking lot. STAFF parking will be in front of the Center of Excellence in Wireless and Information Technology (CEWIT) building.

Vaccination will happen in the Innovation and Discovery Center (IDC). Please proceed to this building for your work assignment.

**Staff must arrive by 7am for first shifts.**

**Enter: Development Drive, Stony Brook 11790 into your GPS.**

